Using Help

About Help

Adobe Systems Incorporated provides complete documentation in an Adobe PDF-based help system. This help system includes information on all tools, commands, and features of an application. It is designed for easy on-screen navigation and can also be printed and used as a desktop reference. Additionally, it supports third-party screen-reader applications that run in a Windows environment.

Navigating in Help

Help opens in an Adobe Acrobat window with the Bookmarks pane open. (If the Bookmarks pane is not open, click the Bookmarks tab at the left edge of the window.) At the top and bottom of each page is a navigation bar containing links to this page (Using Help), the table of contents (Contents), and the index (Index).

To move through pages sequentially, you can click the Next Page ▶ and the Previous Page ◀ arrows; click the navigation arrows at the bottom of the page; or click Back to return to the last page you viewed.

You can navigate Help topics by using bookmarks, the table of contents, the index, or the Search (Acrobat 6) or Find (Acrobat 5) command.

To find a topic using bookmarks:

1 In the Bookmarks pane, click the plus sign (+) (Windows) or the right-facing arrow (Mac OS) next to a bookmark topic to view its subtopics.

2 Click the bookmark to go to that topic.

To find a topic using the table of contents:

1 Click Contents in the navigation bar.

2 On the Contents page, click a topic to go to that topic.

3 To view a list of subtopics, click the plus sign (+) (Windows) or the right-facing arrow (Mac OS) next to the topic name in the Bookmarks pane.

To find a topic using the index:

1 Do one of the following:

- Click Index in the navigation bar, and then click a letter at the top of the page.
- In the Bookmarks pane, expand the Index bookmark to view the letter subtopics; then click a letter.

2 Locate the entry you want to view, and click the page number to go to that topic.

3 To view other entries for the same topic, click Back to return to the same place in the index, and then click another page number.

To find a topic using the Search command (Acrobat 6):

1 Choose Edit > Search.

2 Type a word or phrase in the text box and click Search. Acrobat searches the document and displays every occurrence of the word or phrase in the Results area of the Search PDF pane.

To find a topic using the Find command (Acrobat 5):

1 Choose Edit > Find.

2 Type a word or phrase in the text box and click Find. Acrobat searches the document, starting from the current page, and displays the first occurrence.

3 To find the next occurrence, choose Edit > Find Again.

Printing Help

Although Help is optimized for on-screen viewing, you can print selected pages or the entire file.

To print Help:

Choose File > Print, or click the Print icon in the Acrobat toolbar.

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Learning about Adobe GoLive CS

Getting help

There are a number of ways to get the help you need in GoLive CS. The following three tables can help you find specific resources related to GoLive features, training resources, and support.

Finding Help for GoLive features	
If you . . .	**Try this . . .**
Want information about installing GoLive	• Insert the Adobe GoLive CD into your CD drive, and follow the on-screen installation instructions (you cannot run the GoLive application from the CD). • See the HowToInstall file on the Adobe GoLive CD.
Are new to GoLive and want an overview of tools and features	• Browse through the information in "Working with Adobe GoLive" on page 6 for information on specific tasks. • Choose Help > GoLive Help. Then select "Looking at the Work Area" from the links on the Contents tab. • Move the pointer over a tool or button to display the tool or button name. • Try the beginning tutorials in GoLive Help.
Are upgrading from a previous version of GoLive	Go to the "What's New in GoLive CS" chapter to get an overview of new features, or see the NewFeatures.pdf file in the GoLive application folder for more detailed information.
Are looking for detailed information about a feature	In GoLive Help, use the index, or search for the feature.
Want information about authoring QuickTime or SMIL files.	See the *Adobe GoLive CS Multimedia Authoring Guide* (English only) in the GoLive section of Adobe Studio at www.studio.adobe.com.
Want a complete list of keyboard shortcuts	Look at the "Keyboard Shortcuts" on page 463.

Finding GoLive training resources	
If you . . .	**Try this . . .**
Want to obtain in-depth GoLive training	• See the tutorials on the Adobe Studio Web site at www.studio.adobe.com. • Browse the Adobe Press materials at www.adobepress.com (English only), and the available training resources at www.adobe.com/support/training. • For step-by-step lessons, consider the Adobe Classroom in a Book series. • For in-depth reference information, consider the RealWorld series.
Are looking for background information on Web design	See the Adobe Press section of the Adobe Web site at www.adobe.com/misc/books.html.
Want information about using third-party products provided with GoLive	Look in the Partners folder on the Adobe GoLive CD.
Want information about extending the functionality of GoLive	Look at "GoLive Extensibility" on page 462.
Want to access the Developer Knowledgebase or software developer kits (SDKs)	See the Adobe Solutions Network (ASN) section of the Adobe Web site at http://partners.adobe.com/asn/golive/ (English only).
Want information about becoming an Adobe Certified Expert	Visit the Partnering with Adobe Web site at www.partners.adobe.com. Certification is available for several different geographical regions.
Want training from an Adobe Certified Training Provider	See the Training page of the Adobe Web site at www.adobe.com/misc/training.html

Finding support for GoLive	
If you . . .	**Try this . . .**
Want customer or technical support	• Refer to the technical support card provided with your software. • Register GoLive and receive technical support for up to 90 days from the date of your first call (terms may vary depending on country of residence). • See the Adobe GoLive support page at www.adobe.com/support/products/golive. • Read the ReadMe file installed with GoLive for information that became available after this guide went to press.
Want answers to common troubleshooting questions	Search the Adobe Support Knowledgebase and GoLive Top Issues at www.adobe.com/support/products/golive.

Finding support for GoLive	
If you . . .	**Try this . . .**
Want to register your copy of GoLive	• When you first start GoLive, you're prompted to register online. Fill out the form, and then submit it directly or fax a printed copy. • Fill out and return the registration card included with your software package. • Access the online registration form at any time by choosing Help > Registration.
Want access to a multitude of GoLive specific information, such as downloads, updates, patches, plug-ins, and links to user forums	Visit the GoLive pages on Adobe Studio at www.studio.adobe.com.

Working with Adobe GoLive

You can work with GoLive in many different ways. In the related topics, you'll find directions to specific information to help you accomplish some common GoLive tasks.

If you want consistent design throughout a site

- Apply page templates to present a uniform look and feel. ("Using page templates" on page 305.)
- Create components to automatically update navigation bars and other design elements that appear on multiple pages. (See "Using components" on page 311.)
- Use Cascading Style Sheets (CSS) to apply identical text styles throughout a site. (See "About cascading style sheets" on page 212.)
- Create co-author sections, which let editors and writers update content by using a simple form-like interface. (See "Creating co-author sections" on page 339.)

If you want to increase productivity

- Add pre-built snippets of commonly used HTML and JavaScript code. (See "Using snippets" on page 313.)
- Group files in collections to speed up common file management tasks. (See "Using collections" on page 319.)
- Use enhanced source code features to automatically compare, find, and complete code. (See "Using the GoLive source code editors" on page 375.)
- Update links site-wide with the In & Out Links palette. (See "Using the In & Out Links palette to view links" on page 124.)

If you want to work with other Adobe tools

- Use Smart Objects to import and optimize native Adobe Photoshop®, Adobe Illustrator®, and Adobe Acrobat® files. (See "Working with Smart Objects" on page 262.)
- Import and edit Adobe ImageReady® rollovers. (See "Importing rollovers from ImageReady" on page 244.)

- Fully integrate Adobe PDF documents into Web sites. (See "About working with PDF documents" on page 346.)
- Import GoLive packages from Adobe InDesign® to quickly match related print and Web designs. (See "Adding InDesign content" on page 286.)
- Manage projects with Adobe Version Cue ™ to provide workgroups with powerful version-control features. (See "Working with Adobe Version Cue managed projects" on page 45.)

If you want to import content from non-Adobe applications

- Add GIF, JPEG, PNG, and WBMP images to Web pages. (See "Adding pre-optimized images" on page 235.)
- Open exported HTML files by using the File > Open command.
- Create a new site from a folder of HTML files by using the Site Wizard's Import from Folder feature. (See "Creating a single user site" on page 47.)
- Import tab-delimited text from a spreadsheet or database into a GoLive table. (See "Adding text to tables" on page 182.)

What's New in GoLive CS

Work with industry-leading Adobe technology

GoLive CS offers unparalleled integration with Adobe products like Adobe Acrobat, Adobe Photoshop, Adobe InDesign, and Adobe Version Cue.

Adobe PDF Adobe Portable Document Format (PDF) is a worldwide standard for secure and reliable transmission of electronic documents over the Web. GoLive CS offers more comprehensive PDF support than any other Web-publishing application. You can preview Web pages in PDF and export them with all formatting, links, and graphics intact. You can also open existing PDF documents to create and edit PDF links and bookmarks. (See "About working with PDF documents" on page 346.)

Smart Objects With Smart Objects, you can work with native Photoshop, Illustrator, and Acrobat files directly in GoLive. When you modify a Smart Object, GoLive automatically reoptimizes it for the Web, helping you work more efficiently. New Smart Object features include cropping, site-wide updating of Smart Objects edited outside of GoLive, and full support for ImageReady-generated JavaScript code. (See "Working with Smart Objects" on page 262.)

Adobe InDesign You can quickly match related print and Web designs by using InDesign's Package for GoLive feature. These packages let you easily transfer text, graphics, and multimedia assets from InDesign to GoLive. If a print design changes in the future, simply re-create the package in InDesign to update related assets throughout a GoLive site. (See "Adding InDesign content" on page 286.)

Adobe Version Cue Use Adobe Version Cue features in Adobe GoLive CS to increase your productivity when you work alone or collaborate with others. You can integrate GoLive design management into your existing workflows within and across the Adobe Creative Suite applications. The Version Cue features in GoLive CS are compatible only with the Adobe Version Cue Workspace, available only as part of the Adobe Creative Suite. (See "Working with Adobe Version Cue managed projects" on page 45.)

Adobe color engine GoLive CS shares the color engine used by Photoshop, Illustrator, InDesign, and Acrobat. This shared color engine lets you use one set of controls to achieve consistent color across Adobe applications and a variety of output devices. (See "Managing color in images" on page 248.)

Enhance your productivity

With a familiar Adobe interface and many other productivity enhancements, GoLive CS streamlines common Web workflows.

Adobe interface GoLive CS includes a familiar interface from Adobe products like Photoshop and Illustrator. You can zoom in to refine page layouts with pixel-level precision, use a vertical Objects palette, and collapse palettes to free up screen space for large, detailed Web designs.

Streamlined color workflow With the Color and Swatches palettes, you can apply color with a single click, store commonly used colors, and search for colors by name or hexadecimal value. (See "Using color" on page 67.)

Pre-built design elements To help you quickly complete common Web design tasks, GoLive CS includes a large number of professionally-made design elements in a new Library palette. Choose from pre-built Web pages, Section 508-compliant designs, CSS styles, and JavaScript snippets for cookies, event handlers, and more.

Co-author sections In GoLive sites, Web professionals can now create special co-author sections, which let editors and writers update content by using a simple form-like interface. These template-driven sections ensure a consistent look and feel throughout a site, while letting co-authors with little knowledge of Web design create sophisticated Web content. (See "Creating co-author sections" on page 339.)

Queries Expanded search functionality lets you build and save complex queries. You can search for items ranging from HTML elements to site assets and errors. To perform complex searches, define nested queries; for simple searches, use predefined queries. (See "Generating queries" on page 129.)

Collections To speed up common file management tasks, you can create site-specific collections, which let you quickly select groups of related files. You can attach queries to collections, ensuring that they include all files that meet specific search criteria. (See "Using collections" on page 319.)

Use powerful tools that support industry standards

GoLive CS ensures that your sites meet the latest Web standards.

Enhanced CSS workflow In the new CSS editor, you can visually preview styles as you change style properties, drag and re-sort style elements, and view related CSS code. You can also quickly apply styles in the Layout Editor by using new CSS commands in the Type menu. (See "About the GoLive CSS workflow" on page 213.)

JavaScript rollovers The new Rollovers & Actions palette lets you create sophisticated rollovers with ease. You can combine self and remote rollovers and specify trigger objects ranging from images to text and table cells. GoLive CS also fully supports ImageReady JavaScript code. (See "Creating rollovers" on page 240.)

Revised source code editor GoLive CS includes a completely revised source code editor, which lets you easily select entire HTML elements, complete code automatically, and optimize hand-coded HTML. Customizable syntax coloring helps you easily identify different code types. And new code compare and query features ensure consistent HTML throughout a site. (See "Using the GoLive source code editors" on page 375.)

Publish servers With publish servers, you can maintain a site in one, central location, but publish to multiple servers using different transfer protocols such as WebDAV or FTP. The streamlined publish server interface lets you quickly configure and access servers, so you can focus more energy on Web design. (See "About GoLive publish server clients" on page 325.)

Updated QuickTime and SMIL features Among Web design applications, only GoLive CS provides a full authoring environment for QuickTime movies. You can create interactive content with wired actions and integrate movies with XML databases. If you own QuickTime Pro, you can also produce 3GPP-compatible files for wireless devices. GoLive CS provides similarly extensive support for SMIL, letting you design RealOnePlayer and MMS documents with an intuitive, visual interface. For more information, see the *Adobe GoLive CS Multimedia Authoring Guide*, available on the Adobe Web site.

Tutorials

About these tutorials

The following tutorials provide a quick tour of the basic Adobe GoLive CS features. Before you get started, be sure you are familiar with the basic concepts of GoLive. (See "GoLive basics" on page 28.)

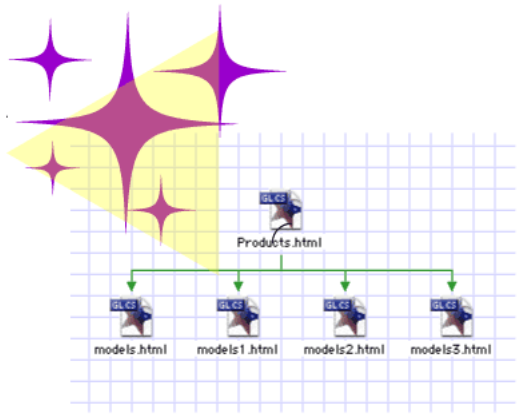
As you work through these tutorials, you may have new ideas and questions. To assist you with learning GoLive, Adobe provides a variety of resources. For more information, see "Getting help" on page 4.

For more advanced GoLive tutorials, visit the Adobe Web site at www.adobe.com/products/tips/golive.html.

Create and structure a site

Adobe GoLive CS makes it easy to create complex, multipage Web sites using the site wizard and the site diagram feature. The site wizard walks you through the process of setting up a new Web site, and the site diagram feature lets you quickly prototype the site, and then convert the prototype to actual pages.

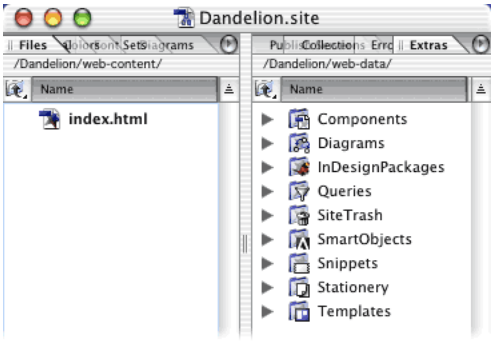
In the steps that follow, you'll use the site wizard, diagramming tools, and the site window to create a new Web site with multiple pages and folders.



1. Create a new blank site.

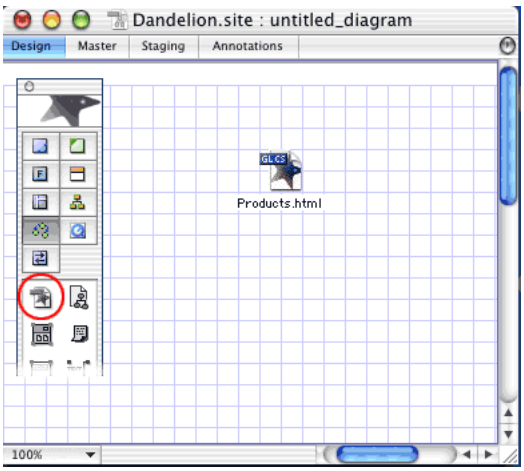
Start GoLive and click the New Site button to open the Site Wizard. Select the Single User option, and click Next. In the next screen, select Blank Site, and then click Next. Enter a name for your site in the Site Name text box, click Next, and then specify a location on your hard drive to store the site files and folders. Click Finish to create the new site. That's all there is to creating a new site.

GoLive creates a project folder on your hard drive. This folder contains the site's project file, a web-content folder, which contains an index.html file, a web-data folder, and a web-settings folder, which GoLive uses to manage the site and its assets.



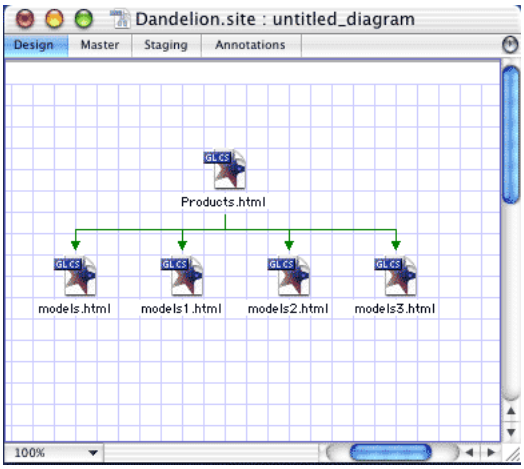
2. Create a diagram and add a page.

With the site window active, choose Diagram > New Diagram to create a new diagram. Drag a Page icon from the Diagram set of the Objects palette to the design view to add a new page named *untitled.html*. Click the page's name, and then enter a new name, such as **Products.html**.



3. Add new child pages.

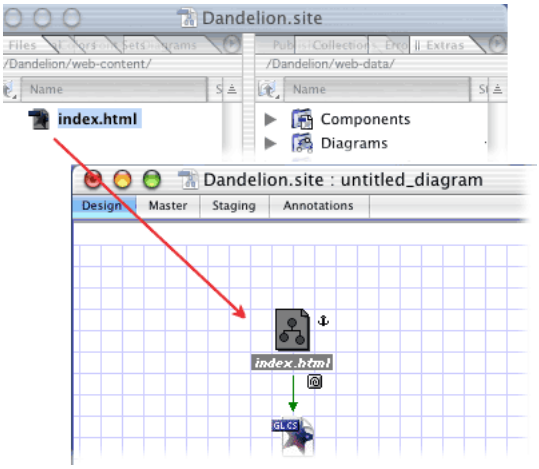
With the page in the design view selected, choose Diagram > New Pages. In the New Pages dialog box, enter the number of new child pages to create a base filename for the new pages. For example, enter **4** to create four pages, and then enter **Models** in the Filenames text box to add pages named *Models.html*, *Models1.html*, *Models2.html*, and *Models3.html*. Click Create.



4. Anchor the diagram to a page in the site.

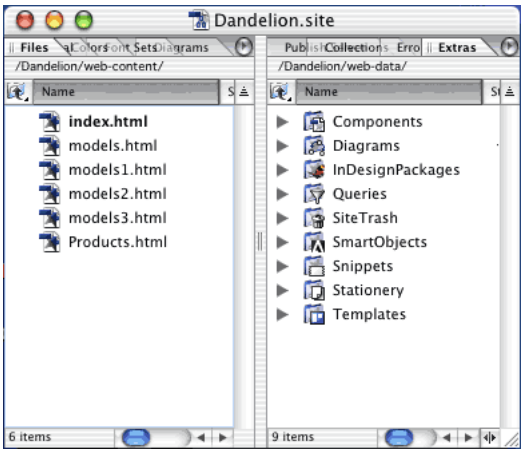
Drag the index.html page from the Files tab of the site window to the design view. Index.html becomes an anchor page in the diagram and is indicated by an anchor symbol.

Anchoring the diagram specifies the diagram's location in the site's hierarchy.



5. Submit the diagram to the site.

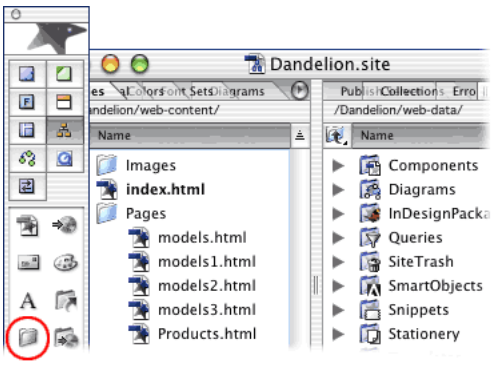
Choose Diagram > Staging > Submit All. GoLive converts the diagram's pages to HTML pages in the site. In the Files tab of the site window, you can see the new pages in the site.



6. Structure the site.

Organize your pages and images in separate folders so that you can keep track of files and update them easily. With the Files tab of the site window active, click the Create New Folder button in the toolbar. Rename the new untitled folder Pages. You'll place all your HTML pages in this folder. Click in an empty area of the Files tab and click the Create New Folder button. Rename the new folder Images. You'll place all your images in this folder. Select Products.html and its child pages (models.html, models1.html, etc.), and drag them into the Pages folder (Shift-click to select multiple files).

If your site is very complex, you may want to create subfolders within these folders to easily organize your files. Whenever you move, rename, or add pages, or create a new folder in the Files tab, GoLive automatically makes the change in the site's web-content folder.



Design and lay out a Web page

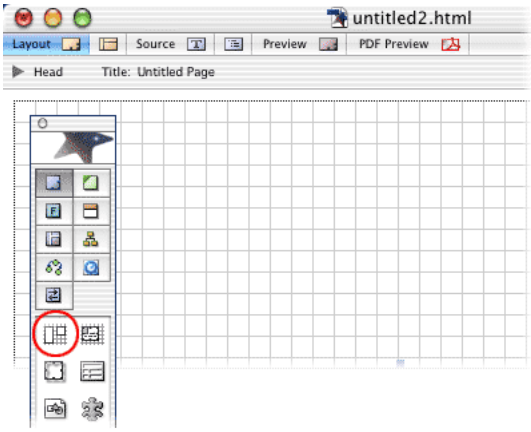
Adobe GoLive makes it easy to design and lay out visually compelling Web pages. You can create simple or complex professional-quality Web pages without writing any code.

Once you've designed your page, you can save it as a page template. New pages created from a page template remain linked to the template—when you change the template, GoLive automatically updates the pages without affecting any content that has been added to them.

1. Set page dimensions and add a layout grid.

Open a site, and choose File > New Page. (For information about creating a site, see "Creating a site" on page 46.) Choose 720 from the menu at the bottom right of the document window to display the current page at 720 pixels wide, the standard width for 17-inch monitors. Drag the Layout Grid icon from the Basic set of the Objects palette to the page. Type 720 in the Width text box in the Layout Grid Inspector to match the layout grid to the width of the page.

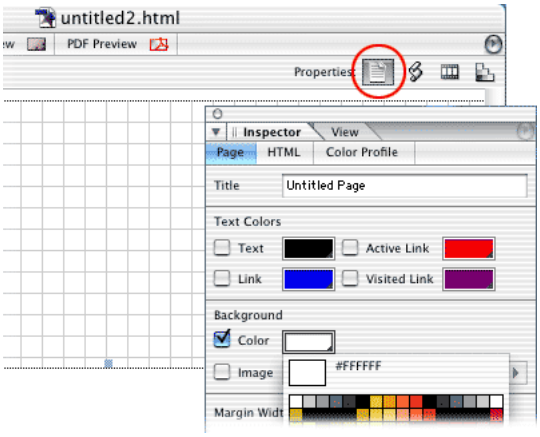
Setting a default page size helps prevent you from adding objects, such as large graphic banners, that are too wide to display on a standard page. Layout grids let you create table-based designs without having to deal with rows, cells, and columns. Layout grids automatically lengthen to accommodate the objects you place on them.



2. Add a background color to the page.

Click the Show Page Properties icon in the upper right corner of the document window. In the Page tab of the Page Inspector, select Background Color and click the lower right corner of the color field. Choose a background color for your page from the list of swatches that appear.

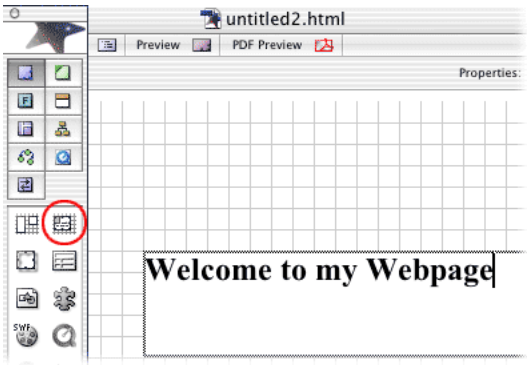
You can apply a color or an image to the background of your page to visually enhance it. Although colors that you choose for page backgrounds override the default colors used by most Web browsers, viewers can change browser preferences to override your page background colors. You can also select an image for the page background, but keep in mind that Web browsers treat the image as a tile and repeat it to cover the entire page.



3. Add a text box and format the text.

Drag the Layout Text Box icon from the Basic set of the Objects palette to the layout grid. Move the pointer over the edge of the text box until it changes into a double arrow, and then drag until the box is the size you want. Click inside the layout text box to create an insertion point and type some placeholder text. On the toolbar, click the Align Center button, and then choose Header2 from the Set Paragraph Format menu.

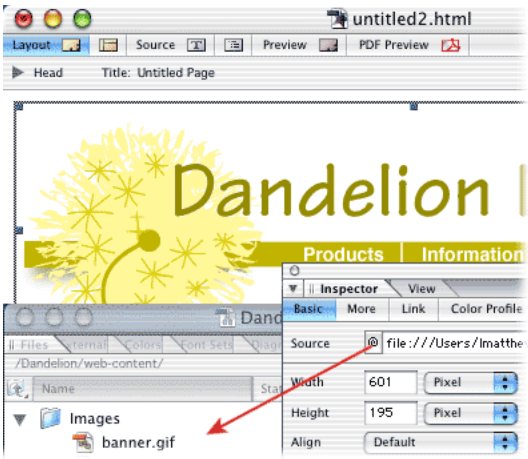
In GoLive, you can format text in a variety of ways: use paragraph styles, such as Header 1 and Header 2, to format paragraphs; use physical styles, such as Bold and Italic, to emphasize text; and use structural styles, such as Emphasis and Strong, to both emphasize and classify text. (For more information about formatting text, see "About formatting HTML text" on page 185.) You can also apply fonts, type sizes, and color to text using CSS (cascading style sheets), which contain a set of stylistic rules that describe how HTML documents should appear to viewers. If you need to update a CSS style, you simply edit the style rule and all content that hosts the style will automatically reflect the new properties. For more information about CSS, see "About cascading style sheets" on page 212.



4. Add a pre-optimized image.

Drag an Image icon from the Basic set of the Objects palette to the layout grid. Select the image object in the document window, and drag the pick whip in the Basic tab of the Image Inspector to a GIF or JPEG file in the site window. You've successfully made the connection when the line from the pick whip connects with and highlights the filename in the site window. Don't worry if you don't have a GIF or JPEG file in your site: you can link an image file to the image object in the document window at any time.

The standard image formats for the Web are GIF and JPEG. GIF images are typically used for line art, and JPEGs are typically used for photographs and other images with more than 256 colors. For information about choosing an image format, see "Choosing a format for optimized images" on page 237,



5. Save the file as a page template.

Choose Save As > Save As Template from the document window menu in the upper right corner of the document window. Type a name for the template in the Save As dialog box, and click Save.

Page templates are predesigned page layouts that you can use as the basis for new pages. When you update a template, you automatically update all pages based on that template. For more information about templates, see "Using page templates" on page 305.

Create and manage links

In this tutorial you'll create navigational links from which viewers can jump to other pages in your site (internal links) or to other sites on the Web (external links).

Adobe GoLive's powerful site management features make it easy to maintain links between pages, and because GoLive collects and updates URLs in the External tab of the site window, you can quickly create links across the Web.

1. Create an internal link.

Open a GoLive site, and then open the page that you want to serve as the source of the link. Select a short block of text and click the Create Link button in the toolbar. In the Text Inspector, drag the pick whip to the destination page in the site window.

You can also create internal links by using the Inspector's Browse button to locate a page, or by typing the relative path to the page in the Inspector's URL text box. It's best, however, to use the pick whip when creating links to avoid mistakenly linking to pages outside of the site's web-content folder.

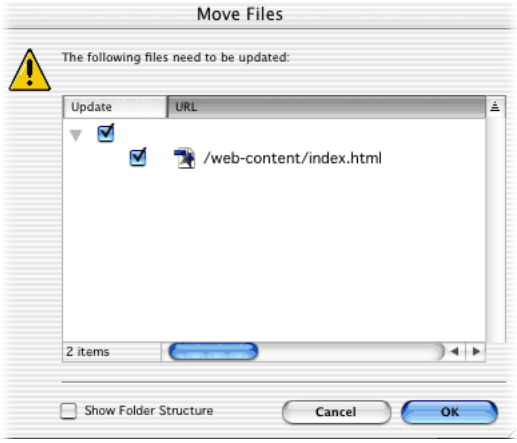
2. Test the link.

Click the Preview in Browser button in the toolbar to preview the page containing the link in your Web browser. Click the link and make sure that the destination page appears in the browser window.

3. Update the internal link.

With the Files tab of the site window active, click the Create New Folder button in the toolbar. Drag the link's destination page into the new folder. GoLive displays the Move Files dialog box, which lists the page that serves as the source of the link, and prompts you to update the file. Click OK.

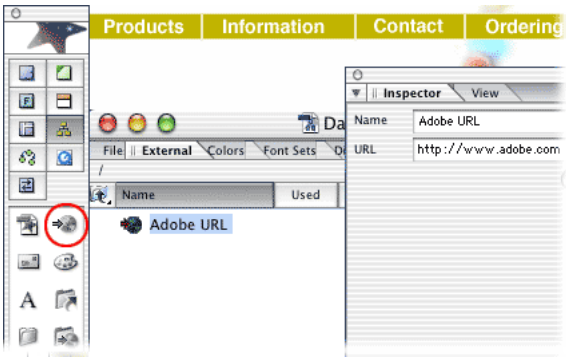
GoLive updates links in your site when you move or rename files in the site window. To avoid broken links in your site, perform all such site management tasks in the GoLive site window, not directly in your site's web-content folder in Windows Explorer or the Mac OS Finder.



4. Add a URL to the External tab of the site window.

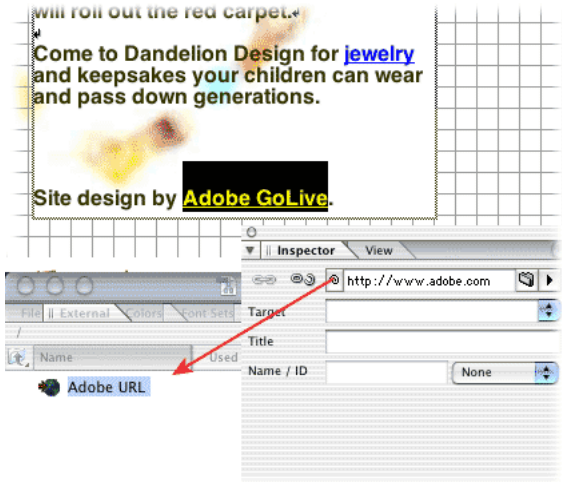
Drag the URL icon from the Site set of the Objects palette to the External tab of the site window. Rename the untitled URL **Adobe URL**. Type **http://www.adobe.com** in the URL text box of the Reference Inspector.

The External tab of the site window contains URLs and e-mail addresses. Storing a URL in the External tab is useful when you want to use the URL on more than one page in your site. If you later need to update a URL in the External tab, GoLive automatically updates it wherever it appears in the site.



5. Create an external link.

Open the page that you want to serve as the source of the link. Select a short block of text, and click the Create Link button in the toolbar. In the Text Inspector, drag from the pick whip to the Adobe URL in the External tab of the site window.



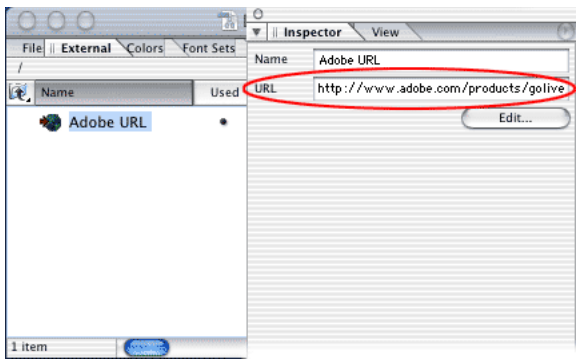
6. Test the link.

Click the Preview in Browser button in the toolbar to preview the page containing the link in your Web browser. Click the link and make sure that the Adobe Web site appears in the browser window.

7. Update the external link.

Select the Adobe URL in the External tab of the site window. Type **http://www.adobe.com/products/golive/ main.html** in the URL text box of the Reference Inspector, and then press Enter (Windows) or Return (Mac OS). GoLive displays the Change Reference dialog box, which lists the page that serves as the source of the link, and prompts you to update the file. Click OK to update the reference.

GoLive provides other tools for updating internal and external links. For example, to edit links sitewide, use the In & Out Links palette or the Change References dialog box (see "Editing links and URLs sitewide" on page 124).



Create a print-friendly PDF version of a Web page

With GoLive's PDF features, you can quickly view, edit, and export PDF files. This powerful functionality lets you easily create interactive PDF forms, archive Web pages, and more.

In this tutorial, you'll create a print-friendly version of a Web page, while retaining features such as links and tables.

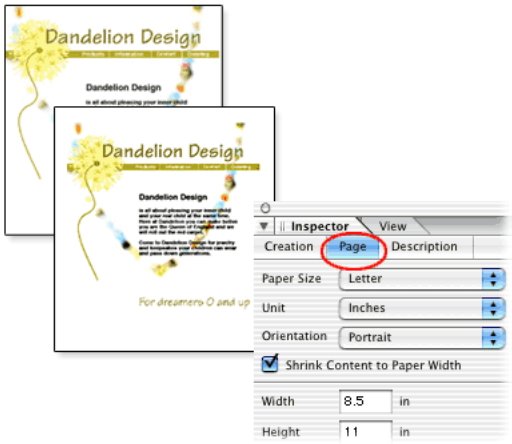
1. Preview as PDF.

In GoLive, open the Web page that you want to export to PDF, and then click the PDF Preview tab in the document window. If you need to optimize the appearance of items such as type or tables, click the Layout tab, make the necessary changes, and then return to the PDF preview to see the results.

2. Format the pages.

In the PDF Creation Inspector, click the Page tab, and set the paper size, margins, and orientation. Then select Shrink Content to Paper Width, and click re-create PDF to see the results.

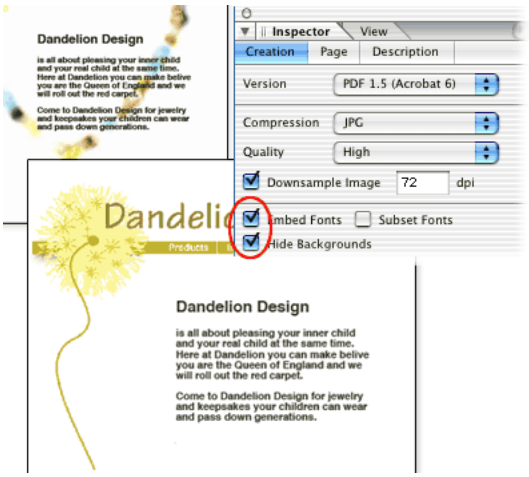
Shrink Content to Paper Width reduces Web content so it fits on the selected paper size.



3. Optimize for printing.

To ensure that the exported PDF file works well when printed, click the Creation tab and select Embed Fonts and Hide Backgrounds. Click re-create PDF again to see the results.

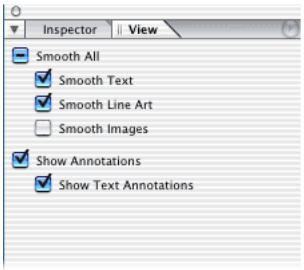
Embed Fonts includes fonts in the exported file, ensuring that text always looks as expected. Hide Backgrounds replaces Web page backgrounds with a white background, which adds clarity to black-and-white prints. The PDF Creation Inspector contains many additional options, which you can use to embed multimedia files, optimize file size, and more. For more information, see "PDF creation options" on page 351.



4. Smooth text, line art, and images.

To smooth jagged edges in text, line art, and images, select the appropriate Smooth options in the View palette.

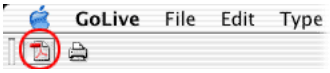
Smoothing affects only on-screen appearance in Acrobat applications and is especially effective for large type.



5. Export the PDF file.

Click the Export button in the toolbar, and save the PDF file in your site folder.

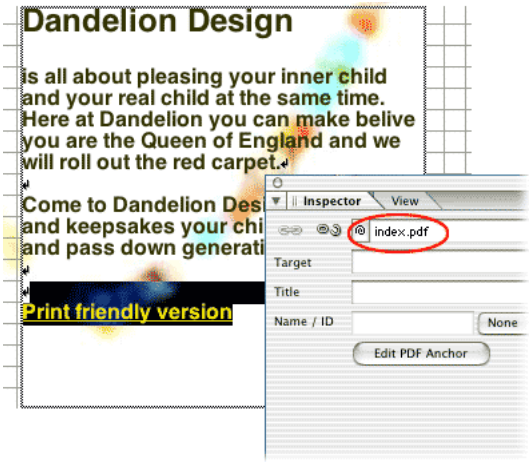
If you plan to incorporate PDF files into a site, always save them in the site folder. In that location, you can manage PDF links with the same site management tools used for HTML links. For more information, see "Editing links and URLs sitewide" on page 124.



6. Link to the PDF file from the Web page.

Click the Layout tab to edit the Web page, and add the text **Print-friendly version** in an appropriate location. Select the text, and link it to the PDF file by using the Text Inspector. Then save the Web page.

You've successfully incorporated a print-friendly PDF into your site. In the future, you can link from a Web page to specific PDF bookmarks or pages (see "Linking files" on page 61). You can also link from PDF files to destinations in your site and elsewhere on the Web (see "Editing PDF link regions" on page 351).



Publish a site

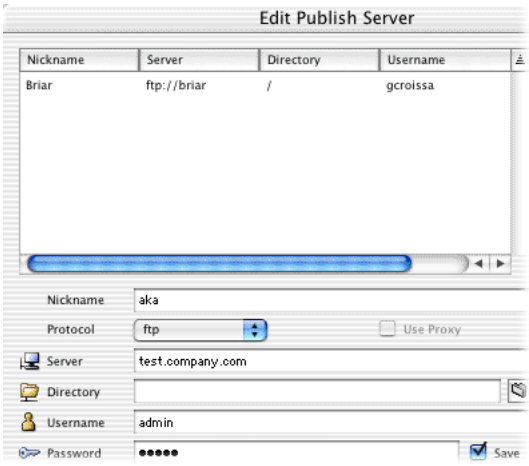
Before visitors can view your Web site, you need to transfer it to a publish server (a server that hosts your site files, such as an FTP server). This tutorial demonstrates how to use GoLive to transfer your site files to a publish server for the first time. Before you start this tutorial, contact your Internet service provider (ISP) to determine the settings you'll need to access the publish server, including the publish server address, the server's protocol, the location of your directory on the publish server, and your user name and password.

GoLive makes it easy to transfer your site to a publish server with the Publish Server tab in the site window. Once you've transferred a site, updating it is easy using modified-item uploads and synchronized uploads. GoLive takes the guesswork out of determining which files need updating by comparing the modification dates of local files with those on the server.

1. Configure a publish server.

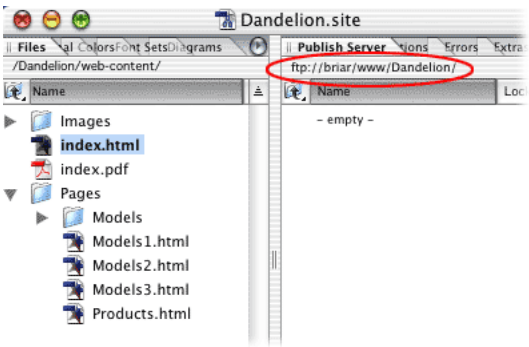
Open a site and choose Edit > Server (Windows) or GoLive > Server (Mac OS). Click New in the Edit Publish Server dialog box and type an easily recognizable nickname for your server in the Nickname text box (this prevents confusion if you add more than one server to the list). Choose a protocol from the Protocol menu and fill in the Server, Directory, Username, and Password text boxes based on the publish server information you obtained from your ISP; then click OK. Click the Site Settings button on the toolbar, and choose Publish Server. Click Add and select the server you just configured. Click OK, and then click OK again to add the server to the site settings.

Once you've configured a publish server in GoLive, you can use it for any site. If you change information about the publish server in the Edit Publish Server dialog box, GoLive updates all sites that use that server.



2. Connect to the publish server.

Click the Connect to Publish Server button in the toolbar. GoLive brings the Publish Server tab in the site window to the front.



3. Upload a new file.

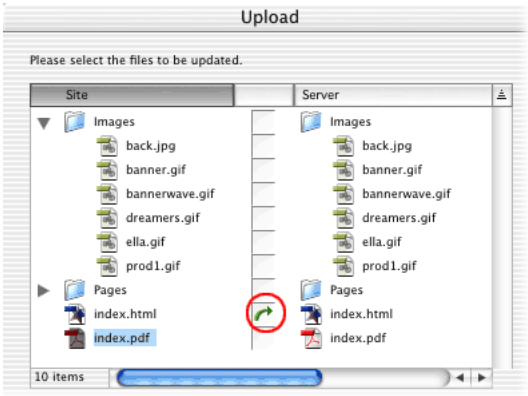
In the Files tab of the site window, select the file you want to upload and choose Site > Publish Server > Upload Selection (don't select the home page of the site—you'll delete this file later in the tutorial). GoLive uploads the file and displays it in the Publish Server tab.

You can use the Publish Server command to upload selected files, all files in your site, or only new files and files that have been modified locally since the last upload.

4. Upload a modified file.

In the Files tab of the site window, select and open the file you uploaded in step 3. Make a change to the file, and then save and close it. Click the Upload Modified Files button on the toolbar (if the button tool tip reads Upload All or Upload Selection, click the triangle at the lower right of the button and choose Upload Modified Command from the Change Button To menu). In the Upload dialog box, note that the file you've just modified is marked with a green arrow, meaning GoLive will upload it to the publish server. Click OK to perform the modified-item upload.

When GoLive uploads files, it saves the modification time for the local site files and the files on the server. When you perform a modified-item upload, GoLive compares the modification times and transfers only new files and files that have been modified locally since the last upload.



5. Synchronize all files in the site.

In the Files tab of the site window, select the file you uploaded in step 3, and then click the Delete Selected Item button in the toolbar. Click Yes to confirm the deletion. Click the Synchronize with Publish Server button on the toolbar. The Synchronize dialog box appears and displays files on the local site and on the publish server. The file you deleted locally is marked with a Delete icon . Click OK to delete the file from the publish server and synchronize the site.

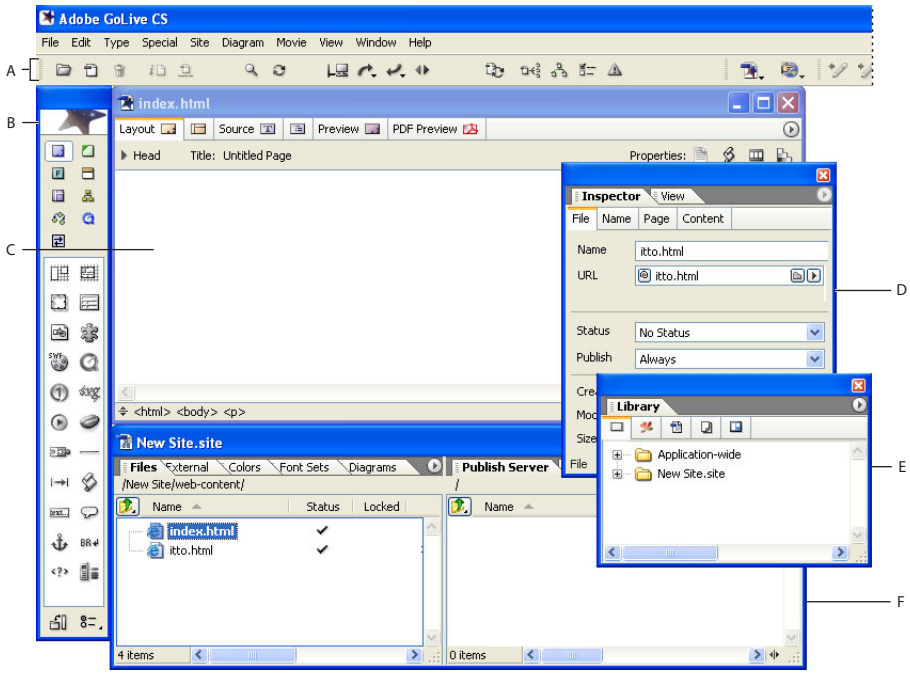
Synchronizing a site ensures that the local site and the site on the server match. When you synchronize a site, you can upload files to the publish server, download them from the server to the local site, skip files completely, or delete them. You can exclude files from upload by setting their publish state to Never in the File Inspector (see "Assigning publish states to files and folders" on page 133).

Looking at the Work Area

GoLive basics

The GoLive work area includes the site window (one for every site project), document windows for each open Web page, and a variety of editors, toolbars, and palettes for working with everything in your site. Windows can be stacked or tiled on your screen, and palettes can be grouped, ungrouped, rearranged on the screen, and saved as custom workspaces.

Dragging and dropping You can drag files around in the site window just like you drag files on your desktop—but by dragging in the site window, GoLive continually tracks the files and updates file references in the site accordingly. You can drag files from the site window into an open Web page to add images, Smart Objects, site assets, or hypertext links to the page. You can drag text and objects from one page to another, and from one site to another.



GoLive work area
A. Toolbar **B.** Objects palette **C.** Document window **D.** Inspector **E.** Library palette **F.** Site window

Using the Objects palette, you can drag objects representing HTML elements to an open page. You can drag text and objects from the page into the Snippets tab of the Library palette for storage with the site or application.

Using the point-and-shoot feature, you can create resource links (between object placeholders on the page and their source files) or navigational links (between the page and other pages or URLs) by dragging from the page or the Inspector to destinations in the site window or another open page. (See "Creating resource and navigational links" on page 61.)

If a window is hidden behind other windows, you can drag to the Select Window button on the toolbar to bring the window to the front. When you drag a file or object to a tab on a window, GoLive brings the tab to the front of the window.

Starting the application When the GoLive application starts, an Intro screen appears by default that contains options to create a new page or a new site, open a file, or close the Intro screen. You can deselect the option to show the screen at startup and later reselect the option in the Preferences dialog box. (See "Setting preferences for opening pages" on page 42.)

Working with windows, palettes, and menus

When you first start GoLive, several palettes are displayed by default in groups. You can move palettes between groups or to their own windows, collapse them into tabs on the side of the screen, arrange them so that multiple palettes share a single title bar, and resize them to make better use of your work area. You can save the way palettes are displayed as custom workspaces.

Tabs in the site window and graphical site views behave the same way as palettes; that is, you can rearrange and organize them into new groups.

The site window (with both panes open), the Objects palette, the toolbar, and the Inspector should always be open for building, revising, and uploading a site.

Displaying the site and document windows

You can display multiple site and document windows at a time—GoLive keeps track of the pages with their corresponding sites—so you can easily copy things from page to page and
site to site.

To display the document window:

Open an XHTML or HTML page, or create a new page.

To display the site window:

Open the site project file (.site).

To collapse the site window to a single pane:

Click the double-arrow button at the bottom of the window. (To expand the site window to two panes, click the button again.)

To display the head section pane in the document window:

With the Layout tab selected, click the Toggle Head Section icon in the upper left corner of the document window (next to the Header label).

To display the source code pane in the Layout Editor:

With the Layout tab selected in the document window, click the Show/Hide Split Source icon in the lower left corner of the window.

Note: *You can also display the source code pane in the Frame Editor and Outline Editor.*

To display the source code pane on the sides, top, or bottom of the Layout Editor:

Alt-click (Windows) or Option-click (Mac OS) the Show/Hide Split Source icon—each time you click, the pane moves to a new vertical or horizontal position in the window.

To display an editor or preview:

Click a tab at the top of the document window:

- Click the Layout Editor tab to add content to a document.
- Click the Frame Editor tab to create a frameset and lay out frames that display individual Web pages.
- Click the Source Code Editor tab to work directly with your document's source code.
- Click the Outline Editor tab to view source code in a hierarchical, structured view.
- Click the Preview tab to preview your document and test links in GoLive.
- Click the PDF Preview tab to export a Web page to PDF.

Displaying toolbars and rulers

The main toolbar appears below the command menus at the top of your screen. It contains buttons and pop-up menus that change depending on what you have selected in the work area. In addition to the main toolbar, the Source Code toolbar is available when you work with source code in the document window.

Note: *The Version Cue toolbar to the right of the main toolbar has buttons that are available when you use Adobe Version Cue with GoLive. For more information, see* *"Working with Adobe Version Cue managed projects" on page 45*.

You can display horizontal and vertical rulers in the Layout Editor to help you place and resize objects on a page with precision. When you place an object, white areas on the rulers indicate the current position and size of the selected object. When you move the pointer in the document window, lines in the rulers move along to indicate the current position of the pointer.

To show or hide the layout rulers:

Choose View > Show Rulers or View > Hide Rulers.

To show or hide the main toolbar:

Choose Window > Main Toolbar. (A check mark next to Main Toolbar in the Window menu indicates that it is showing.)

To move the main toolbar:

Drag the lower left corner. In Windows, drag the toolbar by its title bar once it's moved from its default position below the command menus at the top of your screen.

To show or hide the Source Code toolbar:

Right-click (Windows) or Control-click (Mac OS) the source code in the document window and choose View > Toolbar from the context menu.

Using context menus

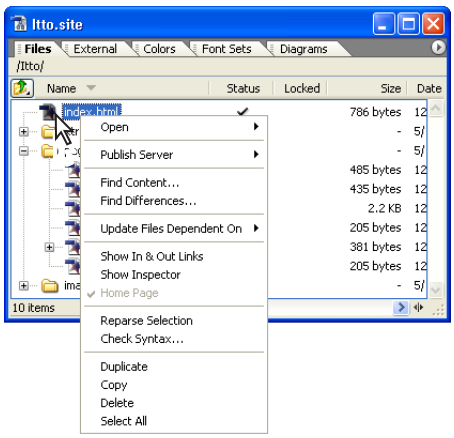
GoLive contains a number of context-sensitive menus that display commands relating to the active window or selection. You can use these context menus as a quick way to choose commonly used commands.

To use a context menu:

1 Position the pointer over the active window or selection.

2 Do one of the following:

- In Windows, click with the right mouse button.
- In Mac OS, hold down the Control key and click.



Context menu for selected file

Displaying palettes

GoLive palettes are listed in the Window menu. A check mark next to the palette's name indicates that the palette is showing at the front of its group.

To show a palette and any palettes in its group:

Choose the palette's name from the Window menu. (To hide the palette and its group, choose the name again from the Window menu.)

To bring a palette to the front of its group:

Do one of the following:

- Click the palette's name in the group.
- Choose the palette's name from the Window menu.

To hide all palettes:

Choose Window > Workspace > Hide Palettes.

To return palettes to their default sizes and positions:

Choose Window > Workspace > Default Workspace.

Note: *The Default Workspace command restores only the default palettes (the Inspector and the Objects, Color, Swatches, CSS, Layers, Table, Library, and View palettes). GoLive will close any other open palettes.*

To display the Objects palette horizontally:

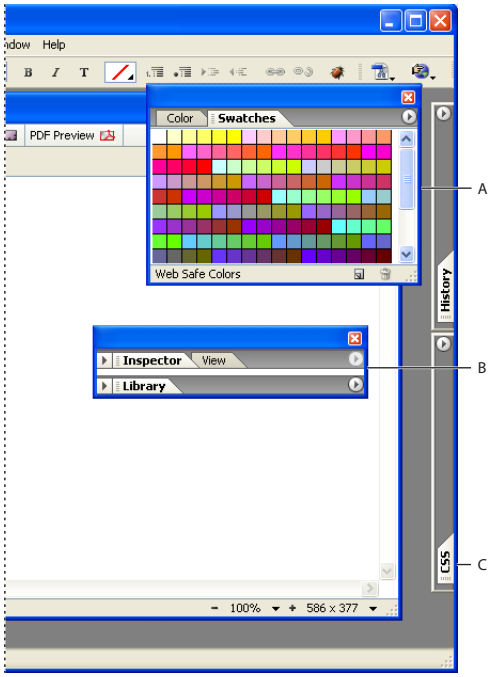
In the Objects palette, click the Toggle Orientation button. Click the button again to return the palette to vertical orientation.

Note: *When the Objects palette is displayed vertically, its palette menu is in the lower right corner, next to the Toggle Orientation button.*

Rearranging palettes or tabs

All palettes can be moved from one group to another, rearranged within their group, or separated into windows of their own. In addition, you can move and separate the tabs in the site window, navigation view, and links view.

You can dock palettes so that multiple palettes share a single title bar. You can collapse and expand docked palettes.



GoLive palettes
A. Grouped palettes **B.** Docked palettes **C.** Collapsed palettes

To move a palette or tab between groups:

Do one of the following:

- Drag the palette's name in a group to another group.
- Drag the tab's name from one pane to another in the site window or from the site window to a graphical site view window (navigation or links view).

- Drag the Navigation tab or the Links tab to a pane in the site window.

Note: *You can move the Objects palette into another group only when it is displayed horizontally.*

To move a group of palettes or tabs:

Drag the title bar of the group window.

To dock palettes:

Drag the palette's tab to the bottom of another palette until the bottom of the target palette is highlighted.

Note: *You can dock the Objects palette only when it is displayed horizontally.*

To move a docked group of palettes:

Drag the group's title bar.

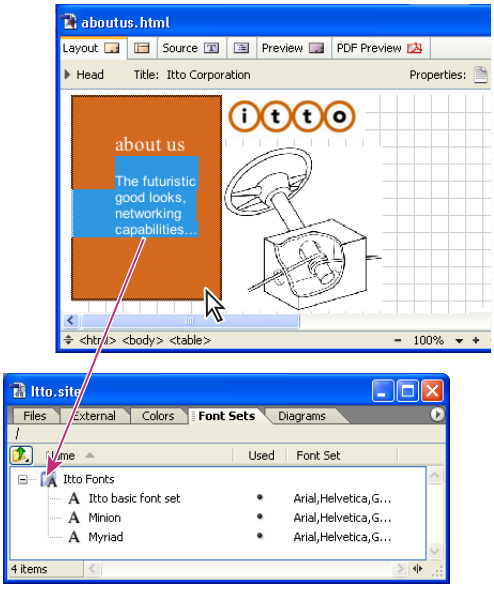
To move a palette or tab so that it appears in its own window:

Drag the palette's name or tab's name away from the group or site window.

To bring a tab to the front of its group in the site window:

Do one of the following:

- Click the tab.
- Choose the tab from the site window's menu.
- Drag an appropriate item to the tab, pause while the body of the tab comes to the front, and then continue dragging into the body itself. (For example, drag formatted text to the Fonts tab, pause, and continue dragging into the body of the tab.)



Pausing with the pointer on the Font Sets tab brings the body of the tab to the front.

To rearrange palettes and tabs within a group:

Drag the palette or tab name to a new position. (For example, drag a palette to the right of another palette in its group, or drag a tab in the site window to the left of another tab in its group.)

Collapsing palettes into side tabs

You can collapse palettes into tabs on the side of the screen to optimize desktop space, and then quickly slide them open by clicking the tabs. Clicking the tab again collapses the palette.

Note: *You can collapse the Objects palette into a side tab only when it is displayed horizontally.*

To collapse a palette into side tabs:

Select the palette's name and drag it to the left or right side of your computer screen.

Note: *In Mac OS, you cannot drag the palette to the side of the screen that contains the Dock.*

To slide open or close the collapsed palette:

Click the side tab.

To separate the collapsed palette from the screen edge:

Drag the tab out to the center of your screen or into a palette group.

To collapse multiple palettes into a side tab:

Collapse a palette, and then drag another palette's tab over the tab of the collapsed palette on the edge of the screen.

To adjust the size of a collapsed palette:

Drag the bottom of the palette up or down.

Using palette and window menus

GoLive palettes and windows include a menu in the upper right corner that displays options specific to the palette or window. For example, the Color palette menu contains options that correspond to the color set buttons across the top of the palette. (See "Using the Color palette" on page 67.)

To use a palette or window menu:

Click the triangle in the upper right corner of the palette or window, and choose an option from the menu that appears.

Arranging windows and editors

You can arrange document windows, site windows, graphical site view windows, and editors horizontally, vertically, or in cascading order. GoLive fits the windows and editors side by side on the screen (starting new rows or columns as necessary) or stacks them on top of each other with just their edges showing.

To tile or stack all open windows or editors on the screen:

Choose Tile Horizontally, Tile Vertically, or Cascade from the Window > Cascade and Tile menu.

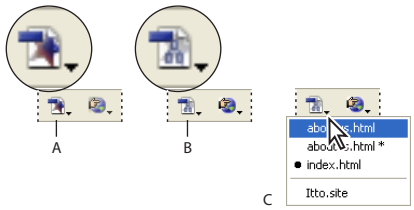
Switching between windows or editors

GoLive provides several methods to switch between multiple document windows, site windows, site design windows, and editors open on your desktop.

To switch to an open window or editor:

Do one of the following:

- Click the desired window or editor to select it.
- Choose the desired window or editor from the bottom of the Window menu.
- Click the Select Window button on the toolbar to toggle between the foremost window or editor and the site window.
- Choose the desired window or editor from the Select Window button's pop-up menu on the toolbar.



Different states of the Select Window button
A. Click to return to document window.
B. Click to return to site window.
C. Press and hold to display a list of open windows or editors.

- When you're creating a reference link, drag the pick whip to the Select Window button on the toolbar to open the pop-up menu and bring a window to the front, and then continue to drag to the destination in the window. (See "Specifying the destination URL for a link" on page 62.)

If a window or editor is off-screen and not visible (for example, if you changed your monitor's resolution or dragged the window or editor off the screen edge), choose Window > Cascade to return the window or editor to view.

Saving custom workspaces

You can save the current sizes and positions of palettes on the screen as custom workspaces. This is useful for working on different types of pages, such as regular Web pages or pages with Cascading Style Sheets, which require different palettes to be visible. The names of workspaces appear in a Workspace submenu of the Window menu. You can edit the list of names by adding, renaming, or deleting a workspace.

To save a custom workspace:

1. Open, close, resize, and arrange the palettes as desired on the screen.
2. Choose Window > Workspace > Save Workspace.
3. Do one of the following:

- Type a name for a new workspace in the text box.
- Choose the name of an existing workspace to replace from the pop-up menu.

4. Click OK.

To use your custom workspace:

Choose it from the Window > Workspace submenu.

To edit the list of custom workspaces:

1 Choose Window > Workspace > Manage Workspaces.

2 Select a name in the list of workspaces and do any of the following:

- Click the New Workspace button to add a new workspace.
- Type a new name in the text box and press Enter or Return.
- Click the Remove Selected Workspaces button to remove the selected name.

3 Click OK.

Reverting and restoring changes to pages

When designing your Web page, you can use the History palette or menu commands to revert to a previous state of a page or site. The History palette records the changes that you make to a page in the Layout Editor or Source Code Editor and changes you make to files in the site window. Each time that you make a change, the new state of the page or site is added to the History palette. You can revert to a previous state of the page or site by selecting any state in the History palette. Once you've reverted to a previous state, you can restore changes that you made to that state by choosing a newer state in the History palette.

Using the History palette

You can set the maximum number of states that the History palette displays for a page or site (20 states by default). When you switch between open documents or site windows, the contents of the History palette adjust accordingly. However, the content is cleared and you lose the information when you click a different tab in the document window.

To use the History palette:

1 Choose Window > History.

The History palette lists the previous states of the document, with the oldest state at the top of the list and the newest state at the bottom.

2 In the History palette, click the state of the document to which you want to revert.

3 To restore the changes that you made to that document state, choose a newer state in the History palette. (The newer states of the document are dimmed.)

In Mac OS, press Shift+Command+Z to restore the changes that you made to a document state incrementally.

To set the maximum number of states listed in the History palette:

In the History palette, choose History Options from the palette menu, enter a number between 1 and 1600 in the Maximum History States text box, and click OK.

To clear the History palette of all states:

In the History palette, choose Clear History from the palette menu.

Using the Undo, Redo, and Revert to Saved commands

As an alternative to using the History palette, you can undo or redo a change that you've made to a page using the Undo and Redo commands. Some palette menus contain the Undo and Redo commands, such as the HTML Styles palette menu. You can also undo all changes by reverting to the state of your page when you last saved it.

To use the Undo, Redo, and Revert to Saved commands:

1 To undo an action, do one of the following:

- Choose Edit > Undo. The menu command describes the last action you performed. Each time you choose the command from the menu and undo the action, the description changes to match what has now become the last action you performed. When no actions remain, the menu command is dimmed.
- Choose Undo from the palette menu.

2 To redo the action, do one of the following:

- Choose Edit > Redo. The menu command describes the last action that you can redo. Each time you choose the command from the menu and redo the action, the description changes to match what has now become the last action you can redo. When all of the actions are redone, the menu command is dimmed.
- Choose Redo from the palette menu.

3 To revert to the way the page was when you last saved it, choose File > Revert to Saved.

Previewing files

You can preview your Web pages and test your links directly in GoLive. You can also preview QuickTime movies, animated GIFs, or any other plug-in media items that GoLive supports. Using the Live Rendering window, you can preview changes you make in the Layout Editor on the fly. Layout preview approximates what your page looks like when it's finally published on the Web.

You can also preview PDF files you create or open in GoLive. (See "Exporting Web pages to PDF" on page 349.)

In addition to previewing your page in GoLive, you should always preview it using a variety of browsers, browser versions, and platforms. You'll need to use browsers to determine potential browser differences and to preview JavaScript, DHTML, or other items for which GoLive doesn't provide native support. If desired, you can start a browser such as Safari, Opera, Netscape Navigator, or Microsoft Internet Explorer, from within GoLive by first adding it to the Preview in Browser menu in the toolbar.

You can also view a browser simulation of your page in the Layout Editor by choosing the profile of a specific Web browser in the View palette. (See "Setting view options for page layout" on page 55.)

To preview your page in Layout Preview:

1 Make sure that Preview Mode is activated in the Modules Preferences: Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), select Modules in the left pane of the Preferences dialog box, select Preview Module in the right pane, and click OK.)

2 Click the Preview tab in the document window.

3 To check your page layout, scroll the document window. To test your links, click all of the hot spots on your page. GoLive opens each referenced page in either the Preview pane or in its own window.

Note: *To use Layout Preview in Adobe GoLive for Windows, you need Microsoft Internet Explorer installed on your computer.*

To preview your page in Live Rendering:

1 Do one of the following:

- Open the page you want to preview and choose File > Preview In > Live Rendering.
- Choose File > Preview In > Live Rendering, and use the pick whip or click the Browse button to open a page.
- Choose File > Preview In > Live Rendering, choose Load from the Live Rendering window menu, and then select a page in the Choose File to Render dialog box.

Changes you make in the Layout Editor are reflected in the Live Rendering window after you click in the Live Rendering window. If you have multiple document windows open, the Live Rendering window previews the currently selected document.

To set Live Rendering window options:

Choose one of the following from the Live Rendering window menu:

- Choose Load to open a file from the Choose File to Render dialog box.
- Choose Reload to reflect changes you've made in the Layout Editor (use this option if you've deselected Auto Update).
- Choose Auto Update to ensure that the Live Rendering window displays changes you make in the Layout Editor when you click in the Live Rendering window (this option is selected by default). If Auto Update isn't selected, you'll need to choose Reload after you make a change in the Layout Editor.
- Choose Bound to bind the Live Rendering window to a specific document: select the open document you want to preview, and then choose Bound from the Live Rendering window menu.

To set up preferences for previewing in browsers:

1 Make sure that each browser is installed on your hard disk and that all plug-ins you need for previewing are placed in the browser's Plug-ins folder (or any other location your browser uses for multimedia extensions).

2 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and click the Browsers icon in the left pane of the Preferences dialog box.

3 Do one of the following:

- To add all browsers on your hard disk to the browser list, click Find All.
- To add a single browser, click Add. Then select the browser, and click Open (Windows), or click Add and then click Done (Mac OS).

4 Select one or more browsers in the scrolling window that you want to be started when you click the Preview in Browser button on the toolbar or choose File > Preview In > Default Browser.

Note: *Most browsers only allow you to open one version at a time. For example, you can open Netscape Navigator and Microsoft Internet Explorer at the same time, but not Netscape Navigator 4.0 and 7.0.*

When two or more types of browsers are selected in the Browsers preferences, such as Navigator and Internet Explorer, a generic browser icon appears on the toolbar. When only a single type of browser is selected, such as Navigator 4.0, the program icon of that browser appears on the toolbar.

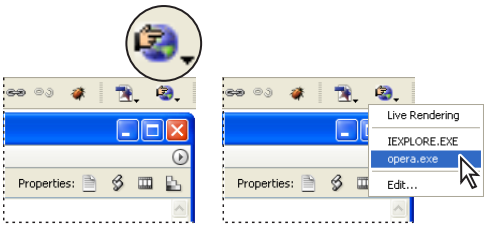
5 To delete a browser from the scrolling window, select it and click Remove.

6 Click OK.

To preview your page in a browser:

Do one of the following:

- To preview the page in the browser or browsers that you have selected in the Browsers preferences, click the Preview in Browser button on the toolbar, or choose File > Preview In > Default Browser.
- To preview the page in a single browser that you've set up in the Browsers preferences, choose the browser from the Preview in Browser menu on the toolbar. Or, choose a browser from the File > Preview In submenu.



Preview in Browser button and pop-up menu

Getting information about documents

The Document Statistics dialog box displays information about Web pages, while the File Info command provides metadata about a file—when, how, and by whom it was created. The File Info command works only on non-HTML files, such as files in PDF and JPEG formats.

Using the Document Statistics dialog box

You can use the Document Statistics dialog box to view general information about your Web page, including its byte size, word count, character count, and the approximate time it takes to download. Note that the byte sizes listed don't include media, such as QuickTime or sound (because they may be set to start playing before they are fully downloaded). In addition, the download times listed are only rough estimates based on a well-defined set of circumstances. External conditions, such as heavy traffic on the network and Web server overload, may substantially change the real time it takes to download the page.

You can create a query for more detailed information, such as the download time for everything that makes up the page (images, QuickTime movies, and so on.). (See "Generating queries" on page 129.)

To view information for the current page:

Choose Special > Document Statistics. When you have finished viewing the document information, click OK.

Adding metadata to documents

File information—also called *metadata*—is increasingly important in all types of publishing. Metadata preserves information about the contents, copyright status, origin, and history of documents, and can be used to search for files.

You can add file information to any site file, except HTML files. The information you add is embedded in the file using XMP (eXtensible Metadata Platform). XMP facilitates the exchange of metadata between Adobe applications and across publishing workflows. For example, you can save metadata from one file as a template, and then import the metadata into other files.

Companies can use the XMP Software Development Kit to customize the creation, processing, and interchange of metadata. For example, the XMP SDK can be used to add fields to the File Info dialog box. More information on XMP and the XMP SDK is available on the Adobe Solutions Network.

To add metadata to a document:

1 Choose File > File Info.

2 Select a category from the list on the left side of the dialog box, enter the desired information, and click OK.

- Description to specify information about the document, such as title, author, description, and keywords that can be used to search for the document. To specify copyright information, select Copyrighted from the Copyright Status menu. Then enter the copyright notice string and the URL of the person or company who owns the copyright.
- Origin to provide information on the history of the artwork. To enter the current date in a short text format, click Today. For Credit, enter the information needed in the credit line for a copyrighted image. Transmission Reference provides the Associated Press with information on the original transmission location of the artwork. For Urgency, specify the editorial urgency of the file—not its handling priority.

- Advanced to view the XMP data for the file in a structured format.
- Raw Data to view the raw XMP data for the file.

To save metadata as a template:

1 Click the triangle icon at the top of the File Info dialog box, and choose Save Metadata Template.

2 Enter a template name, and click Save.

To save metadata to an XMP file:

1 In the Advanced section of the File Info dialog box, click Save.

2 Type a filename, choose a location for the file, and click Save.

To import metadata into a document:

Do one of the following:

- Click the triangle icon at the top of the File Info dialog box, and choose a template name from the top section of the pop-up menu. The metadata from the template will replace the current metadata. To append the current metadata instead, hold down Ctrl (Windows) or Command (Mac OS) when you choose the template name.

Note: *You must save a metadata template before you can import metadata from a template.*

- In the Advanced section of the File Info dialog box, click Replace to replace the current information with information stored in an XMP file. Locate the XMP file containing the metadata you want to import, and click Open.
- In the Advanced section of the File Info dialog box, click Append to add information stored in an XMP file to the current file information. For each File Info field, if the field does not contain information then it will be updated with contents from the file. Keywords will always be appended with the information from the file.

To delete a metadata template:

1 Click the triangle icon at the top of the File Info dialog box, and choose Delete Metadata Template.

2 Select the name of the template you want to delete, and click Delete.

To show the location of metadata templates:

Click the triangle icon at the top of the File Info dialog box, and choose Show Templates.

Magnifying and reducing a document

You can magnify the contents of the document window to precisely place and align page elements. Likewise, you can reduce magnification to view the overall layout of a page.

To magnify or reduce a document:

Do one of the following:

- Click the Zoom In button + or the Zoom Out button − at the bottom of the document window, or choose View > Zoom In or View > Zoom Out.

- Choose a magnification value from the Zoom Values menu at the bottom of the document window, or choose a value from the View > Zoom To menu.
- Choose Edit from the Zoom Values menu at the bottom of the document window, enter a zoom value percentage in the Zoom To dialog box, and then click OK.

Referencing files

GoLive provides several methods for referencing, or specifying, files in the Inspector, the CSS Editor, and various palettes. You can use any of these methods to reference items such as link destinations, external style sheets, or source files for image placeholders.

To reference a file:

In the Inspector, CSS Editor, or palette, do one of the following:

- Enter the path to the file in the text box.
- Drag the pick whip to a file in a site.
- Click the Browse button, and then locate and select the file.
- Choose a recently referenced file, an HTML file, an image, a URL, or an anchor from the pop-up menu to the right of the Browse button.

Setting preferences

Numerous program settings are stored in the GoLive preference file, located in the Application Data/Adobe/Adobe GoLive folder (Windows) and the Mac OS X/Users/*[username]*/Library/Preferences folder (Mac OS). You can change most of the program settings using the Preferences dialog box, giving you control over the way GoLive looks and behaves. For example, you can set display options, options for importing images, options for activating modules, options for selecting default Web browsers that you start from GoLive, and spelling checker options.

Some application preferences that you set in the Preferences dialog box also appear in the Site Settings dialog box (such as URL Handling options) and can be overridden by settings you make for a specific site. (See *"Specifying preferences and settings for Web sites" on page 91.*)

To set options in the Preferences dialog box:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Select an icon or name in the left pane of the Preferences dialog box. If needed, click the triangle or + symbol next to the icon to display a list of names below the icon.

3 Select options in the right pane of the Preferences dialog box. To find an explanation of a particular preferences option or set of options, refer to the index.

4 Click OK. The new settings take affect the next time you start GoLive.

Setting preferences for opening pages

You can set General preferences for automatically opening a new page when the GoLive application starts, and you can set which tab in the document window (such as the Source tab) is selected when the page opens.

You can also set a preference to base new pages on an existing page or template. This is useful when you're setting up pages for your site. For example, you can set up a page with the page title, margins, and background that you want for all the pages, and set a preference to use this page whenever GoLive creates a new page. (See "Setting up pages" on page 53.) To store the page with your site, save it as stationery. (See "Using stationery" on page 312.)

To set General preferences for opening pages when GoLive starts or creates a new page:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Select General in the left pane of the Preferences dialog box.

3 In the right pane of the Preferences dialog box, choose one of the following options from the At Launch menu to customize the behavior of GoLive when it starts:

- Create New Page to create and open a new untitled document.
- Show Welcome Screen to prompt you to create a new page or site, or to open an existing file.
- Do Nothing to start GoLive without creating a new document or displaying the Intro screen.

4 To specify the document window tab in which a page opens, choose it from the Default Mode pop-up menu.

5 To use an existing file as the basis for new pages that you create in GoLive, select New Page Template, click the Select button, and select the file. If you also choose Create New Page from the At Launch menu, GoLive creates a new document based on this file when you start the application.

6 To add the meta information "<meta name="generator" content="Adobe GoLive ">" to each file that you create or save, select Write "Generator Adobe GoLive."

7 Click OK.

Setting user interface preferences

You can set preferences to customize the color of highlighted items, such as text that has been formatted with a CSS style, and the size and thickness of selection borders and handles. You can also enable GoLive to start other applications for editing the source files of media embedded on a page. General User Interface preferences are applied to every page that you open until you change them.

To set General preferences for the GoLive user interface:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Click the symbol next to General to expand the list, and select User Interface.

3 Select Launch Other Applications to Edit Media Files to enable GoLive to start a specific editing application when you double-click an image or object on your page that's linked to an image or media source file, or when you open a source file in the Files tab of the site window.

For example, GoLive maps the filename extension .psd to the Adobe Photoshop application and starts Photoshop when you double-click an image file with that extension. The file mappings to the editing applications are listed in the Web Settings dialog box. (See "Using the File Mappings tab" on page 460.)

4 To modify the appearance of resize handles on selection lines, do one of the following:

- Select 3D to add a beveled edge or 2D to add a flat edge to the selection handles.
- To change the color of the handles, click the lower right corner of the color field and select a color from the swatches that appear, and then click OK.
- To change the size of the handles, choose Large, Medium, or Small from the pop-up menu.

5 Click OK.

Setting preferences for program modules

The Modules Preferences dialog box lets you disable or enable selected modules and extend scripts on an as-needed basis— improving the GoLive application's launch time, responsiveness, and overall memory requirements. By disabling unused modules, you can reduce the program's memory requirements to the minimum recommended 24 MB.

To activate or deactivate program modules:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Click the Modules icon in the left pane of the Preferences dialog box.

3 To read a description of a module, select it in the right pane and click the triangle next to Show Item Information.

4 Click the check boxes to select or deselect modules to activate or deactivate them. Program modules that are currently installed are checked by default.

5 Click OK.

6 Restart GoLive.

Customizing keyboard shortcuts

You can customize the GoLive set of keyboard shortcuts or a set called My Settings that is based on the GoLive set. You can also create additional sets of keyboard shortcuts by copying an existing set and modifying the new set.

For example, you can modify a set to include keyboard shortcuts for the Window > Workspace > Default Workspace menu command and your other custom workspaces, and then use the shortcuts to switch between workspaces. (See "Saving custom workspaces" on page 35.)

Note: *My Settings is an editable version of the GoLive set and can be deleted. The GoLive set cannot be deleted.*

To customize a set of keyboard shortcuts:

1 Choose Edit > Keyboard Shortcuts.

2 Do one of the following:

- To modify an existing set of keyboard shortcuts, choose it from the Selected Set menu.

- To create a new set of keyboard shortcuts, click New Set. In the New Set dialog box, enter a name for the new set, choose an existing set that you want to use as the basis for your new set, and click OK.

3 To change a keyboard shortcut in an editable set, select the name of a menu command and enter a new keyboard shortcut in the Press New Shortcut text box. (If the keyboard shortcut that you entered is currently assigned to another command, the name of the command appears below.) Then click Assign or Replace to assign the keyboard shortcut to the selected command.

4 Click OK.

Working with Adobe Version Cue managed projects

Adobe Version Cue™ is an innovative set of features designed to increase your productivity when you work alone or collaborate with others. Version Cue integrates design management into your existing workflows within and across the Adobe Creative Suite applications, including Adobe GoLive CS, Adobe Illustrator CS, Adobe InDesign CS, and Adobe Photoshop CS.

Note: *The Version Cue features are compatible only with the Adobe Version Cue Workspace, which is available only as part of the Adobe Creative Suite.*

Version Cue streamlines the following tasks while you work in the Creative Suite:

- Creating file versions
- Maintaining file security
- Organizing files into private or shared projects
- Browsing with file thumbnails, and searching file information and version comments
- Reviewing file information, comments, and file statuses in private and shared projects while you browse

In addition, you can use the Version Cue Workspace Administration for more advanced tasks:

- Duplicate, export, backup and restore projects
- View information about projects in the workspace
- Import files to the workspace using FTP or WebDAV
- Delete file versions and remove file locks
- Create project users and define their project privileges
- Restrict access to a specific project

To view the complete Version Cue documentation, see Adobe Version Cue Help. You can also view the Adobe Version Cue documentation as a PDF or print it by opening the VersionCueHelp.pdf file located on the Adobe Creative Suite CD and the Adobe GoLive CD.

Setting up Sites and Pages

Creating a site

You use the GoLive site wizard to create blank sites, sites based on templates, and sites based on imported files from other folders or Web sites. To work with sites that were created in older versions of GoLive (4.0 or earlier) or other Web authoring applications, you can import them into a new GoLive CS site.

You can use the site wizard to create a *single user site* (a site on your local computer) or a *Version Cue project site* (a workgroup site managed by the Adobe Version Cue Workspace). For information about Version Cue projects, see "Working with Adobe Version Cue managed projects" on page 45.

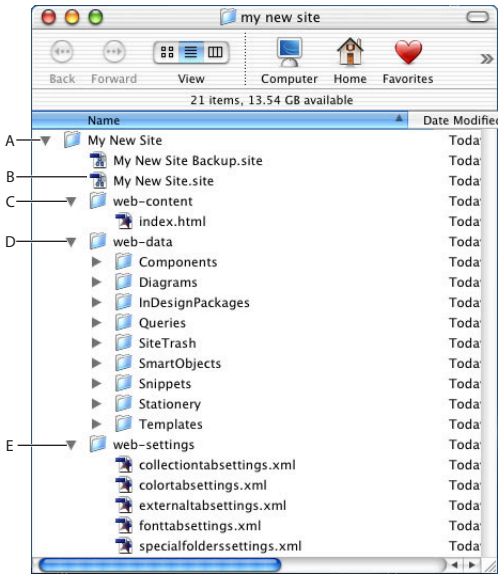
About GoLive sites

When you use the site wizard to create a single user Web site, GoLive creates a site project file (with the .site filename extension) to manage and control the site contents. GoLive also creates three folders to hold the Web pages, media files, and other resource files needed for building and maintaining the site. When you create a blank site, GoLive creates a blank index.html page and a project folder that contains everything, including the three site folders and the site project file.

If you name the new site *Mysite*, the site project file is named *Mysite.site*. The project folder is named *Mysite* and contains the site project file and three folders:

- The *web-content* folder contains Web pages, image files, external cascading style sheets, and other source files on the server.
- The *web-data* folder contains reusable GoLive site assets, such as components and page template files.
- The *web-settings* folder stores settings you make in the site window and the Site Settings dialog box. (See "Specifying preferences and settings for Web sites" on page 91.)

The site project file and contents of the web-data and web-settings folders are not uploaded when you upload the site to the Web server.



GoLive site named "Mysite"
A. Project folder **B.** Site project file **C.** Web-content folder
D. Web-data folder **E.** Web-settings folder

Whether you create the site in Windows or Mac OS, the site project file you create can be opened and used on both platforms.

Creating a single user site

To create a site on your local computer using the site wizard, you create a *single user site*. Based on the name you specify for the new site, GoLive creates the site project file, a site project folder, and folders for the site's web-content, web-data, and web-settings files.

To create a single user site:

1 Choose File > New Site to open the site wizard.

2 Select Single User and click Next.

3 Do one of the following:

- Select Blank Site to create a project folder, a site project file, a web-content folder containing a blank home page named index.html, a web-data folder containing empty subfolders for resource files, and a web-settings folder.
- Select Import from Folder to create a new site based on a folder of existing files on your computer. GoLive uses the folder of existing files as the basis for the new site's web-content folder, and adds new folders for the site's web-data and web-settings files. You are given the opportunity to specify a location for the site project file, name it (which should always have the .site filename extension), and create a folder to put it in.

Note: *Because GoLive uses the folder of existing files as the basis for the new site, you may want to make a copy to import rather than use the original folder and its contents.*

- Select Import from Server to create a new site based on a copy of a site downloaded from an FTP or HTTP server. (See "Importing sites from remote servers" on page 48.)
- Select Copy from Template to create a new site based on a site template that you created. (See "Using site templates" on page 321.)

4 Click Next and follow the instructions in the site wizard.

Using sites from previous versions of GoLive

If you used Adobe GoLive 5.0 or 6.0 to create a site, you can open and save the site as a GoLive CS site. If you used Adobe GoLive 4.0 to create a site, you can import it, and then save it as a new GoLive CS site.

To open a GoLive 5.0 or 6.0 site:

Open the site in GoLive CS. GoLive automatically updates it to a GoLive CS site, creating a CS site project file, and backs up the site file.

Note: *If you want to archive the entire previous site, not just its site project file, copy it, archive the copy, and then open the site project file of the original.*

To open a GoLive 4.0 site:

1 Choose File > New Site to open the site wizard.

2 Select Single User and click Next.

3 Select Import from Folder.

4 Click Next and follow the instructions in the site wizard.

Importing sites from remote servers

Using the site wizard, you can create GoLive sites based on other sites imported from FTP or HTTP servers. To import sites from a remote server, you must create a single user site and download the files to your local hard disk. Once you've imported a remote site, you can create a site locator file that contains the login and character encoding information necessary to create the site.

Accessing login information

To create sites based on files imported from an FTP server, you need valid account information to log on to the server—this includes the name of the server, and your FTP user name and password. The site wizard gives you the opportunity to change the port number and to use passive mode if the site is protected by a firewall. To create sites by importing sites from HTTP servers, you only need access set up to the Internet and a valid home page URL. See your Internet service provider or system administrator for login information.

Using advanced URL handling options

If you know the type of character encoding that a site uses for its URLs, you can specify it in the site wizard before the site is imported. Unicode's UTF16 and UTF8 encodings cover all major languages and platforms. % HH Escaping uses hexadecimal encoding notations for character escaping in URLs (for example, %20 is used to escape spaces, which are not allowed in URLs). You can also check for case sensitivity in URLs.

These advanced URL handling options remain in effect for the new site. After you create the site, you can change the URL character encoding (but not the URL case sensitive checking) for the new site in the Site Settings dialog box. To comply with W3C standards, you should select both URL encoding options. (See "Specifying preferences and settings for Web sites" on page 91.)

Importing a site from an HTTP server

Using the site wizard, you can import an entire Web site into GoLive including every linked page that branches out to multiple HTTP servers and every source file (such as images) referenced by the pages. Because large sites can take a long time to download, you can restrict the number of page levels in the page-link hierarchy to import.

In addition to the number of page levels, you can select Only Get Pages Under Same Path to download only the pages that are located in the same folder (or a subfolder) that contains the home page URL, and Stay on Same Server to download only those pages that are on the same server as the home page URL. However, whether you select Stay on Same Server or not, GoLive downloads from other servers any source files referenced by the pages it downloads.

GoLive imports only the pages on the levels you specify and the source files for images and other objects on those pages. GoLive converts any remaining page links that go to other levels into external URLs and lists them in the External tab of the site window. After you create the site, you can individually download the pages from these external URLs by choosing Download from a URL's context menu.

Downloading pages from external links

You can download a page and its source files from an external link. GoLive downloads the page and the referenced source files (such as images) to the Files tab in the site window. For information on other ways to download files from a server, see "Downloading a Web page" on page 333.

To download a page from an external link:

Right-click (Windows) or Control-click (Mac OS) the external link in the External tab in the site window or in the In & Out Links palette and choose Download from the context menu.

Importing a site from a site locator file

A site locator file describes the location of a site on a remote server and enables you to quickly import remote sites. It contains all the login and character encoding information necessary to create the site.

To export a site locator file:

1 Open the site you want to copy.

2 Choose File > Export > Site Locator.

3 Choose a name and location for the site locator file in the Save Site Locator File dialog box, and then click Save.

To create a site by importing a site locator file:

1 Connect to the Internet.

2 Choose File > Import > New Site from Site Locator.

3 Select the site locator file in the Load Site Locator File dialog box, and then click Open.

4 Specify a destination folder for the site files in the Browse for Folder dialog box, and then click OK.

5 Select files to be downloaded from the server in the Download dialog box, and click OK.

Adding files to a site

You can add Web pages, image files, and other media or resource files to your site and GoLive keeps track of them in the site window. By dragging existing files from the desktop (such as Windows Explorer or the Mac OS Finder) into the site window, you can add copies of the files to the site without moving the original files. Using the site window to add files to your site is important so GoLive can maintain all the links to pages, resource files, and site assets.

Creating a new page as part of a site

You can choose File > New Page to create a new Web page that is not related to your site until you save it in your site. When the site window is open, you can use a variety of methods to create a new page that is automatically a part of your site.

When you create a new page, GoLive creates an untitled.html file and displays it in the Layout Editor of the document window.

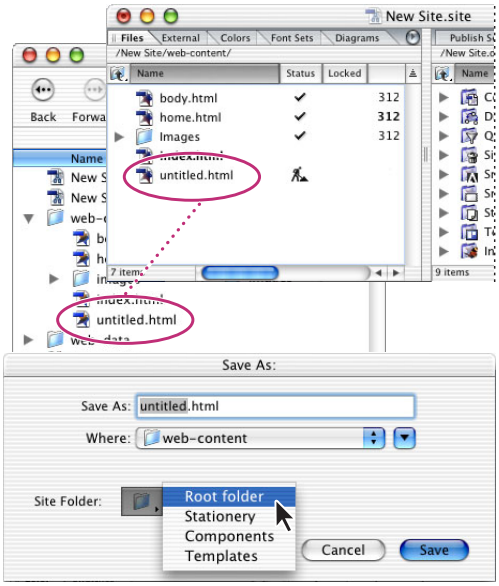
You can set a GoLive preference to automatically create a new page when the application is started and display it in the editor or preview mode of your choice. (See "Setting preferences for opening pages" on page 42.)

To create a new page as part of a site:

Do one of the following:

- Select the Files tab or Extras tab in the site window and if desired, select a folder listed in the tab. Then choose Site > New > Page. The new page is added to the bottom of the list in the tab or in the folder you selected. You can also select a page in the Files tab in the site window and choose Edit > Duplicate to create a copy of the existing page.

- With the site window open, choose File > New Page, and then choose File > Save As. In the Save As dialog box, name the page, choose Root from the Site Folder menu, and click Save. The new page is added to the contents of the site's root folder, which appears in the Files tab of the site window.



Saving a page in the site's root folder

Note: *The site window must be open, but not necessarily selected, before the Site Folder menu will appear in the Save As dialog box.*

- Drag a generic page icon from the Site set in the Objects palette into the Files tab or Extras tab of the site window or next to another page in navigation view.

Creating special documents

Using GoLive, you can create documents in a variety of special formats, including XHTML, QuickTime, Real, and SMIL. You can create a new HTML document based on a page template or stationery that you've set up for the site, or create a text document, cascading style sheet, or JavaScript file. For information about creating QuickTime, Real, and SMIL documents, see the *Adobe GoLive CS Multimedia Authoring Guide* on the Adobe Web site.

Note: *When you create a special HTML document, XHTML document, MMS document, WML Deck, or SMIL document, GoLive automatically adds a doctype declaration to the source code with a reference to the appropriate Document Type Definition (DTD). (See "Setting the doctype of a document" on page 383.)*

To create a document in a special format:

Choose a format from the File > New Special menu. A special document window or dialog box opens depending on the format you choose. Consult the index for more information about special document formats.

Adding existing files

To add files from other locations to your site, you can manually move the files into the site folder on the desktop and update the site window, or you can import or drag the files into the Files tab in the site window to have GoLive make a copy of them in the site folder and leave the original files untouched.

Note: *When you create a new page, GoLive automatically adds a meta element that defines the character encoding for text to the head section of the page. If a page does not contain the element, GoLive displays a dialog box when you open the page so that you can temporarily use a default encoding or set the character encoding for the page.*

To add an existing file to a site:

Do one of the following:

- Drag the file from your desktop into the Files tab in the site window.
- Move the file into the site's root folder on your desktop. Then select the site window and click the Refresh View button in the toolbar.
- Select the Files tab in the site window. Then choose File > Import > Files to Site. In the dialog box, locate and select the desired file, click Add, and click Done. If prompted, click OK to copy the file and update the site.

For information on importing files as a new GoLive site, see "Creating a site" on page 46.

Unlocking locally locked files

You can use GoLive to unlock files that were locked in the Mac OS Finder or given a Read Only attribute in the Windows Properties dialog box. If you import a site with locally locked files, you'll need to unlock them before you can edit them. If the files are hidden in Windows Explorer, you need to show them before you can edit them.

Local file locking applies only to the platform where it is applied. For example, if you create a site in Mac OS and lock its HTML files, the files will not be locked when you upload the site to a UNIX or Windows server.

Local file locking does not apply to files on a WebDAV server.

To unlock a locked or read-only file:

1 Select the file in the site window.

Note: *You can unlock a file with this method only if it shows a padlock in the Locked column of the Files tab. The padlock indicates that it has been locked in Mac OS or made read-only in Windows.*

2 Click the Show Information in Explorer (Windows) or Show Information in Finder (Mac OS) button on the toolbar.

3 Do one of the following:

- In Windows, deselect Read-only and click OK.
- In Mac OS, deselect Lock and close the Get Info window.

4 Click the Refresh View button on the toolbar.

Setting up pages

Before or after you lay out text and objects on your Web pages, you can set up titles, margins, and backgrounds for pages, and a window size that you want your page layouts to fit within. You can add hidden instructions for Web browsers about each document by dragging elements and scripts into the head sections (for example, keywords that are used by search engines to find your page).

As you work in the document window, you can set options in the View palette to show or hide certain screen elements that are hidden on pages in the browser, such as line break symbols and comments. You can also use the View palette to set up a profile for previewing a browser simulation of the page layout on a different platform.

Once your page is set up, you can use it as the starting point for other new pages by saving it as stationery or a page template. (See "About site assets" on page 304.)

Changing the page title

When you create a new blank page (a new HTML or XHTML document), it is automatically given a title—"Untitled Page." Web browsers display page titles in their title bar and use the titles to label a viewer's bookmarks or favorites. Web browsers and Internet search engines use these titles, along with keywords, to identify content in your pages. (For information on adding keywords to a page, see "About head section elements" on page 56.) You can set a preference to display a reminder for changing the page title whenever you save a page.

When you're looking at your pages in navigation view or links view, you can select an option in the Display tab in the View palette to view them either by page title or by filename. (See "Changing the display of the view" on page 117.)

To change the page title:

Do one of the following:

- Select the default page title *Untitled Page* in the Title section of the document window, and type your new title.
- Click the Show Page Properties icon in the upper right corner of the document window and enter the new title in the Page tab of the Page Inspector.
- Select the page in the Files tab of the site window, navigation view, or links view, and enter the new title in the Page tab of the File Inspector.

You can create a custom page title on a blank page and set a preference to use that page for creating new pages. (See "Setting preferences for opening pages" on page 42.)

To add a reminder to change the title for new pages:

Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), select Modules on the left side of the Preferences dialog box, scroll down to Extend Scripts on the right side, select SetTitle, and click OK. Then restart the GoLive application. When you save a page, GoLive automatically displays the Set Title dialog box if the page title is blank or contains the words "Welcome to Adobe GoLive," "Welcome to GoLive CyberStudio," or "untitled."

Choosing a document window size

You can choose a size for the document window to use as a guide when you're designing your page layout. You can choose a size for the document window in the Layout Editor or the View as PDF Editor. For example, although many monitors have a visible display area greater than 640 pixels, you may want to set the size of your page layout to 580 pixels or less to accommodate viewers with 14-inch monitors, or viewers that don't like the browser to fill the entire screen.

The document window size is only a tool for designing the page layout—the size you choose does not affect the size of the browser window that displays the page.

To choose a size for document windows:

Do one of the following:

- For the open document window, choose a size from the pop-up menu in the lower right corner of the document window.
- To set a default size for all document windows, first set the open document window to the size you want all document windows to be by default, and then choose Settings from the pop-up menu in the lower right corner of the document window. Select Markup Document Windows, and click OK.
- To add a size to the pop-up menu in the lower right corner of the document window, choose Options from the pop-up menu and click the Create New Window Configuration button. Enter a width, height, and annotation in the text boxes in the Window Size Configuration dialog box, and then click OK. To remove a size from the pop-up menu, select it in the Window Size Configuration dialog box, click the Remove Selected Window Configurations button, and then click OK.

Specifying page margins

You can control how the contents of a Web page are offset in browser windows by specifying page margins. Using the Page Inspector, you can specify the margin width (the space between the page's content and the left edge of the Web browser window) and the margin height (the space between the page's content and the top edge of the browser window).

You can also remove the automatic margin offset that pages have in browser windows by specifying zero for margins.

To specify page margins:

1 Choose Special > Page Properties to open the Page Inspector.

2 In the Page Inspector, click the Page tab and enter values in pixels in the Margin Width and Margin Height text boxes.

To set the page margin offset to zero:

Right-click (Windows) or Control-click (Mac OS) in the page and choose Document > Set Page Margins To Zero from the context menu. (See "Using context menus" on page 31.)

Setting view options for page layout

Using the View palette, you can set options that control the display of images, colors, fonts, and certain screen elements on your page (such as table borders, layer markers, line break symbols, and the lines in layout grids). You can choose a profile for a specific Web browser (for example, choose Opera 7 Mac if you plan to display your pages in Opera for Mac OS), and GoLive makes the appropriate adjustments to the page layout as it would appear in that browser. You can also select style sheets to apply to the page. The options that you select are only applied to the open page.

To set view options for the page in the View palette:

1. Select the Layout tab in the document window.
2. In the View palette, do any of the following:

- Choose an option from the Basic Profile menu to view a simulated preview of your page in a Web browser for Windows or Mac OS. Profiles you've used recently appear beneath the GoLive profiles at the top of the menu.
- Choose options from the User Profiles menu to set a default screen size or to show or hide color, fonts and text, or images. Choose a user style sheet to apply it to the page, or choose a target media option to display the page as it would appear in that media.
- Choose a style sheet from the Alternate CSS menu to apply it to the page.
- Select Negative Margins to preview how elements with negative margin values grow in to adjacent elements.
- Select Hidden Elements to display or hide elements that are set by the CSS display property.
- Choose Show All Items, Default Set, or a custom set from the Visibility menu to display all or some items that don't show in the browser window. The option or set that you choose determines which items are displayed or hidden in GoLive when you choose View > Hide Invisible Items or View > Show Invisible Items. (See "Creating custom sets of visible screen elements" on page 59.)
- Choose Visited Links, Active, Hover, or Focus to preview the colors that have been chosen for each link state. (See "Setting the default color for text or links in a page" on page 70 and "Creating HTML element styles" on page 220.)

Opening site pages in a particular view

You can use a variety of methods to open pages from your site and specify whether they display in the Layout Editor or a different tab in the document window.

You can set an application preference to automatically open all pages in another tab. (See "Setting preferences for opening pages" on page 42.)

To open a page from the site in the Layout Editor:

Do one of the following:

- Double-click the page in the site window, navigation view, or links view.
- Select the page in the site window and choose Site > Explorer > Launch File (Windows) or Site > Finder > Launch File (Mac OS).

To open a page in the document window with a particular tab showing:

1 Select the file in the site window, navigation view, or links view.

2 Right-click (Windows) or Control-click (Mac OS) the file to display its context menu.

3 Choose an item from the Open in Mode submenu. The submenu lists all the tabs in the document window.

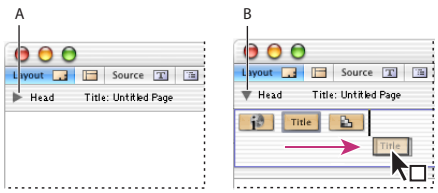
Adding elements or scripts to the head section

An HTML page consists of two major sections: a head and a body. The Layout Editor in GoLive mirrors this structure by providing a head section pane as part of the document window. You can use the head section pane to store page information that's used by Web browsers, including the page title and keywords. The head section of each page already contains a Title element for the page title that appears at the top of the document window.

You use the Head set of icons in the Objects palette to add empty tags to the head section of your Web page, and then you use the Inspector to specify the attributes for the element or script.

To add an element to the head section of a page:

1 Drag the desired icon from the Head set in the Objects palette to the body of the page. GoLive automatically moves it to the head section pane and opens the pane. (You can also click the Toggle Head Section icon in the upper left corner of the document window to open the head section pane.)



You can reposition head elements in the pane by dragging them.
A. Closed head section pane **B.** Opened head section pane

You can bypass using the Objects palette to add head elements to the head section by Right-clicking (Windows) or Control-clicking (Mac OS) in the head section pane and choosing the object from the Insert Object > Head context menu.

2 In the Inspector, choose various options and specify attributes for the selected element or script.

About head section elements

The options and attributes in the Inspector vary depending on the type of element that is selected in the head section pane.

You can add any of the following elements to a page:

The Keywords element You use the Keywords meta element to specify keywords for your Web page. Internet search engines use the information in the Keywords element when constructing their indexes. The Keywords Inspector lets you add, update, delete, and rearrange selected keywords in a list for the element. You can also add a keyword to the first Keywords element in the head section by selecting text in the page and choosing Special > Add to Keywords. If no Keywords element exists in the head section, GoLive adds it automatically. The new keyword appears in the list in the Keywords Inspector.

Internet search engines rely both on keywords and page titles to find your pages. (See "Changing the page title" on page 53.)

Comments (head section) You use the Comment icon to add hidden comments to your Web page, such as publishing information for future reference. To view the comments, you need to use GoLive or another source code viewer.

Note: *You can also add comments to the body of the page and refer to them as you build the page in the Layout Editor. (See "Adding comments" on page 161.)*

The Meta element You use the generic meta element to include information about the Web page, such as a description of the page content. For each new page, GoLive automatically includes the following information using meta elements: file format (for example, text/HTML), character set used (for example, ISO-8859-1), and file creator (for example, Adobe GoLive). The Meta Inspector lets you choose an HTTP-Equivalent option to simulate header information that accompanies the page when it's sent by an HTTP server to a browser or the Name option to define a non-HTTP meta element.

Note: *To prevent GoLive from writing the file creator meta element, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), select General, deselect Write "Generator Adobe GoLive," and click OK. To change the character set for a new page, select the Encode tag in the head section of the page and select another character set in the Encoding Inspector. To change the character set for all new pages, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), select Encodings, choose a new set, and click OK. To change the encoding for selected files in a site, select files in the Files tab of the site window, choose Edit > Document Content > Change Encoding, select a new encoding, and click OK.*

The Script element You use the Script element to add JavaScript to the head section of your Web page. A script in the head section is executed while the visible body section of the page is still being loaded. You use the Head Script Inspector to enter a name for the script, choose the language or JavaScript dialect for a browser, specify the script file, and open the JavaScript Editor to edit the script file. (See "Using JavaScript" on page 406.)

The Refresh element You use the Refresh meta element to instruct Web browsers to refresh the contents of your Web page or replace your page with another page after a specified interval. You may want to use this element if your page contains live material or if it's part of a sequential series of pages you are presenting to viewers. The Refresh Inspector lets you enter a Delay value in seconds to specify an interval before the page is refreshed or replaced with another page. You choose either the Target This Document option to refresh the current page or the Target URL option to replace the page with another page.

You can easily create a slide show by adding a Refresh element to each page that's part of the slide show. For example, you can add a Refresh element to the first page of the slide show that replaces the first page with the second page, and so on.

<no edit> elements You use the Element icon to add <no edit> elements to the head section of your Web page. These are useful for adding code that has unusual syntax or that GoLive can't read, and for adding new unknown elements and ensuring compatibility with future versions of HTML and the Web browsers that support these versions. You use the Element Inspector to edit the start and end tags, add the names and values of new attributes, and delete attributes from the list.

Text character encoding You use the Encode icon to add a meta element that defines the character encoding for text in a document. By default, all new pages created in GoLive use the meta encoding element in the head section with the ISO-8859-1 character set attribute. You can change the character encoding by selecting the Encode object in the head section and selecting an encoding option in the Encoding Inspector. You can also change the character set for a document by choosing a different set from the File > Document Encoding submenu, or change the character set for selected files in a site by choosing Edit > Document Content > Change Encoding and selecting a new encoding in the Change Encoding dialog box. (See "Working with nonroman character sets" on page 209.)

The Link element You use the Link element to define relationships between your current Web page and other pages in your Web site, or on the Internet. (If you manage the pages in your site using the GoLive site window, you don't need to use the Link element.) You can use the information in the Link element to keep track of links between pages in a large site. The Link Inspector lets you specify the title, link name, and anchor name for the referenced page, the relationship and reverse relationship between the current page and the source or destination URL, a list of HTTP methods supported by the referenced page, and a Uniform Resource Number (URN) for the page.

Note: *Most Web browsers don't use or support URNs or the Methods attribute.*

The IsIndex element You use the IsIndex element both to inform Web browsers that your Web page can be examined using a keyword search and to instruct the browsers to display a search text box for keywords when displaying your page. The Prompt text box in the IsIndex Inspector lets you enter the string that you want browsers to display with the search dialog box.

Note: *The IsIndex element is obsolete.*

The Base element You use the Base element to specify the original location of your Web page, also known as the base URL. The base URL is used by Web browsers to locate relative links on your page. In the event that your page is moved away from its original location, the browsers can correctly locate the page's relative links using the base URL.

Adding browser-switch scripts

You can add a browser-switch script to the head section of your Web page that detects the Web browser loading the page and automatically redirects viewers to an alternate page based on their browser. For example, you can use this feature to have version 3.0 browsers switch to another page if the current page contains features (such as actions, animations, and cascading style sheets) that can only be interpreted by version 4.0 browsers and later.

Note: *The browser-switch script is ignored by version 2.0 browsers and Microsoft Internet Explorer 3.01 for Mac OS.*

Since an older browser can't read the browser-switch script, you should make sure that the page you're placing the script on is built for the oldest of browsers and assumes no redirect is possible. You can also use the browser-switch script to separate Netscape from Internet Explorer browsers based on browser-specific markup support.

To add a browser-switch script:

1 Drag the Browser Switch icon from the Smart set in the Objects palette to the body of the page. GoLive automatically moves it to the head section and opens the head section pane.

2 In the Browser Switch Inspector, select the browsers that support the features on your page:

- Select Auto to have GoLive determine browser compatibility. For example, if your page contains features that can only be interpreted by version 4.0 browsers and later, GoLive configures the script to reroute requests from version 3.0 browsers.
- If the same browsers are supported in Windows and Mac OS, deselect Auto, choose All from the Supported Platform menu, and select the supported browsers.
- If different browsers are supported in Windows and Mac OS, choose Windows from the Supported Platform menu and select the supported browsers for Windows. Then choose Mac OS from the Supported Platform menu, and select the supported browsers for Mac OS.

Note: *In the Browser Switch Inspector, you can select the infinity symbol for Netscape or Explorer to indicate that the supported browser versions are those later than version 6.0.*

3 Specify the URL to an alternate page in the Alternate Link text box. (See "Specifying the destination URL for a link" on page 62.)

When you have finished, try viewing your page with an incompatible browser and check whether the request is correctly rerouted.

Adding or changing a doctype declaration

You can use the document window menu to add or change a doctype declaration in your Web page that references a W3C Document Type Definition (DTD) for a specific type of HTML or XHTML, such as cHTML (i-mode) for wireless devices. (GoLive automatically adds the doctype for the HTML 4.01 Transitional DTD to new HTML pages.) You can also configure the icon sets in the Objects palette to match the doctype. (See "Setting the doctype of a document" on page 383.)

Creating custom sets of visible screen elements

The Visibility menu in the View palette contains a default set of items that are normally hidden on your screen, such as line break symbols. You can modify this set to show some of the items and hide others, and you can create additional sets based on the default set.

To create custom sets of visible items for the Visibility menu:

1 Do one of the following:

- Choose Edit Set from the Visibility menu in the View palette.
- Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), expand the list of General preferences in the left pane, and select Invisible Elements in the list.

2 Select a set in the middle pane and then select check boxes in the right pane next to items that you want hidden in the set. The default set can be edited, but not deleted or renamed.

3 To add a set to the list, click the Create New Set button at the bottom of the middle pane.

4 To rename a set, select it and then type a new name in the text box.

5 To delete a set, select it and click the Remove Selected Sets button.

6 Click OK.

Saving pages

You can save your Web pages directly to the site's root folder that stores the pages and media for your Web site. You can also save your pages as components, stationery, or page templates for the site. For information on stationery, components, and templates, see"About site assets" on page 304.

You can set a preference to display or hide the Set Title dialog box, which lets you change the page titles when you save your pages. (See "Changing the page title" on page 53.)

To save a page as part of the site:

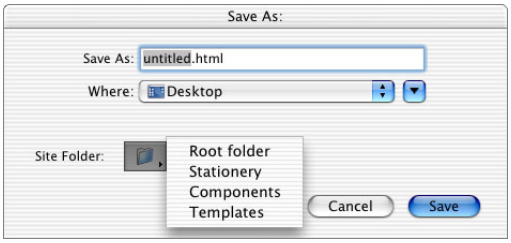
1 Open the site project file.

2 Do one of the following:

- Select the document window, and choose File > Save or choose File > Save As.
- In the document window, choose Save As from the window menu, and then choose Save As Stationery, Save As Component, or Save As Template.

3 In the Save As dialog box, name the file, using the appropriate file-naming conventions. (For example, it's a good idea to use all lowercase letters and no spaces.) Make sure that you include the appropriate suffix (.htm or .html) for the name to ensure that GoLive and Web browsers recognize the format of the file. (See "Providing names and paths for files" on page 101.)

4 Choose a site folder (Root, Stationery, Components, or Templates) from the Site Folder menu in the Save As dialog box. (This step is not necessary if you chose an option from the Save As submenu of the document window menu.)



Saving a page in the root folder of a site.

5 Click Save.

6 If the Set Title dialog box appears, enter a name for the page title in the text box or select Set Title To Document Name to automatically enter the filename as the title. To prevent the Set Title dialog box from appearing again, select Don't Remind Me Again. Then click Set.

Linking files

After you create your site and add all your resources to the site window, you can start linking images or objects on the page to their source files, create a navigational system between the pages in your site, and add navigational links to other sites or external URLs. You can use GoLive's Edit PDF Anchor feature to create links to bookmarks in PDF files. GoLive automatically updates the site with each new link you create and continually verifies the integrity of links as you build your site. If you move or rename a file in the site window, GoLive updates the links to the new paths.

You can view a graphical representation of all the links in your site and the navigational hierarchy between pages. (See "About graphical site views" on page 104.)

If a link is broken because the destination file was moved or renamed outside of the site window, GoLive displays the orphaned or missing file in the Errors tab of the site window. (See "Fixing site errors" on page 126.)

For information on creating links that originate from parts of an image, see "Creating image maps" on page 245.

Creating resource and navigational links

When you add images and other types of media to a page, you create *resource links* from the placeholders on the page to the source files. You can also create *navigational links* from images or text on a page that users click to go to other pages in the site, other anchored locations on the same page, or external URLs or e-mail addresses.

You can set up text or images as empty reference links and specify the destination files for them later or attach actions to them. (See "Specifying the destination URL for a link" on page 62 and "Setting up actions" on page 414.)

To create a resource link:

Do one of the following:

- Drag the source file (such as a GIF image, a SWF file, or a Photoshop PSD file) from the Files tab of the site window to the page. GoLive automatically creates a resource link between the image on the page and the source file.
- Select the placeholder object (such as an image or a Smart Object) on the page, and specify the source file in the URL text box in the Inspector. (See "Specifying the destination URL for a link" on page 62.)

To create a navigational link:

1 Select text, or an image or object on the page.

2 In the Inspector, do one of the following:

- For selected text, specify the destination file for the navigational link in the URL text box. If you type a URL or e-mail address in the text box, include "http://" or "mailto:" at the beginning, respectively.
- For selected images or objects, click the Link tab (if applicable), and then click the Create Link button and specify the destination file for the link in the URL text box.

You can also drag the destination file for a navigational link from the Files tab of the site window onto the selection in the page. (If you drag the file to a page without a selection in it, GoLive creates a hypertext link and uses the name of the file for the text label.)

3 If you want the link destination to appear in a frame or a new Web browser window, choose an option from the Target menu in the Inspector. (See "Setting up target frames" on page 159.)

4 Enter a descriptive title for the link in the Inspector. This title appears in some browsers when you hold the pointer over the link.

5 In the Inspector, choose an option from the Name/ID menu (choose Name & ID for maximum browser compatibility), and then type a unique link name in the Name/ID text box.

To create an empty reference link:

Select the text or object in the page, and click the Create Link button on the toolbar. GoLive displays a bug icon in the site window next to pages that contain empty reference links.

You can specify the destination file for multiple links at once by using the In & Out Links palette. (See "Editing links and URLs sitewide" on page 124.)

To remove a link:

Select the text or object in the page, and click the Remove Link button on the toolbar.

Specifying the destination URL for a link

You use the Inspector to specify the destination file or URL for resource and navigational links. You can type the path to the link's destination file directly in the Inspector's URL text box or use any of a variety of methods to specify it, including dragging files, using the pick whip, browsing, and reusing recently linked files. No matter which method you use, the path to the destination file appears in the Inspector.

Note: *The pick whip is also conveniently located in other windows and palettes (such as the In & Out Links palette) when you need to link something to a file in the site. (See "Editing links and URLs sitewide" on page 124.)*

The Inspector palette menu and context menus for selected text and objects contain lists of recently linked files you can use to specify the destination for a link. The lists are organized by categories, including HTML, Images, Misc. URLs, Anchors, and the last five files that have already been used as the destination for links. The Misc. URLs category includes links made to PDF files, favorite URLs, or e-mail addresses collected in the External tab of the site window.

To specify the link's URL by dragging the destination file:

Do one of the following:

- For resource links, drag an image file or other media file from the Files tab in the site window to the page. The URL to the source file appears in the Inspector.
- For navigational links, drag an HTML file from the Files tab in the site window to a selected link or text on the page. The destination URL of the page appears in the Inspector. (If you drag the HTML file to the page without a selection in it, GoLive creates a hypertext link and uses the filename for the text label.)

You can also drag external URLs, e-mail addresses, and snippets from the site window or Library palette to the page. (See "About site assets" on page 304.)

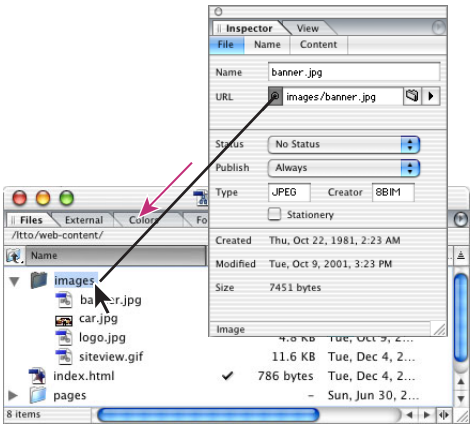
To specify the links's destination using the pick whip:

1. Select the text, object, placeholder icon, or existing link on the page.
2. Do one of the following to specify the destination file:

- Drag a line from pick whip to the destination in the site window, which can be a file or an anchor listed under the file in the Files tab, or a URL or an e-mail address in the External tab. You can also drag to the Show Page Properties icon or an anchor in an open page. (See "Using anchors for links" on page 66 and see "Using site URLs and e-mail addresses" on page 317.)
- Alt-drag (Windows) or Command-drag (Mac OS) a line from a selection in the page to the destination file in the site window or to a destination on the page or another open page (creating an anchor).

If the line recoils, you have released the mouse button too soon or the link can't be created.

As you drag, you can hold the pointer over the Select Window button on the toolbar to bring a window to the front or hold the pointer over a page in Files tab in the site window to display a list of anchors under the page.



Drag the pick whip in the Inspector to a file in the site window.

To specify the link's destination by browsing:

1 Select the text, object, placeholder icon, or existing link on the page.

2 In the Inspector, click the Browse button.

3 In the Open dialog box, select the destination file, and click Open.

If the destination file is not located in the site window, you can use the Browse button to locate it, and link it to the selected text or object. Then you can drag the orphan file from the Errors tab in the site window to the Files tab and click OK to copy the file and update the site. Or, you can use the Clean Up Site command to move a copy of the file into the site. (See "Cleaning up a site" on page 100.)

To specify the link destination using a recently linked file, e-mail address, or URL:

1 Select the text, object, placeholder icon, or existing link in the page.

2 In the Inspector, choose a recently linked file, HTML file, image, miscellaneous URL, or anchor from the URL menu.

Editing URLs in links

You can use the Edit URL dialog box to edit the path to a link's destination, make the path relative or absolute, and add query parameters to the URL for Common Gateway Interface (CGI) requests and other types of server requests.

Query parameters are used to query servers for information such as data from databases or loading server scripts, such as Perl Script, to process forms (see "About forms" on page 294).

When you add query parameters to the URL, GoLive inserts a question mark (?) for the query, equal signs (=) between each parameter name and value, and ampersands (&) between each parameter. GoLive displays the complete URL including the CGI or other server request at the bottom of the Edit URL dialog box.

By default, GoLive uses relative URLs for the destinations of links. You can use the Edit URL dialog box to change an individual URL to an absolute path. You can also make URLs absolute for a specific site, or set a preference to make all URLs absolute for all sites. (See "Setting up absolute link paths" on page 104.)

To edit a URL:

1 In the Inspector, choose Edit from the URL menu.

2 In the Edit URL dialog box, do any of the following:

- Modify or type a new URL in the Path text box.
- Click Browse to locate and select a new destination page.
- Click Make Absolute or Make Relative to use an absolute or relative path for the URL.
- Type parameter names and values in the text boxes and click Add Parameter to add them to the list of Query Parameters.
- To remove a parameter from the list, select it and click Delete Parameter.
- To change the name or value of a parameter, select the parameter in the list, edit the name or value in the text boxes below the list, and click Update.

The complete URL, including the parameters, appears in the Result box at the bottom of the Edit URL dialog box.

3 Click OK.

Creating anchor links to PDF bookmarks

A PDF bookmark links to a specific location in a PDF file. You can use GoLive's Edit PDF Anchor feature to link from an HTML page to a PDF bookmark.

Note: *Anchor links to PDF bookmarks don't work with Acrobat 6.0 in Mac OS X.*

To create an anchor link to a PDF bookmark:

1 Create a link to the PDF file (see "Creating resource and navigational links" on page 61 and "Specifying the destination URL for a link" on page 62).

2 In the Inspector, click Edit PDF Anchor.

3 In the PDF Anchor Editing dialog box, do one of the following:

- Select a bookmark in the Settings pane to open the PDF file to that bookmark.
- Select Use Page Number and enter a page number in the Use Page Number text box to open the PDF file to a specific page.

4 Select Use Page Mode and choose bookmarks, thumbs, or none to open the PDF file with the bookmarks pane, the thumbnail pane, or no pane visible, respectively.

5 Click OK.

Note: *You can't preview links to PDF bookmarks in GoLive for Windows. To preview the link, upload your site to a Web server.*

Using anchors for links

An anchor is a specified location on a Web page that serves as the destination of a link. Here are some guidelines to follow when creating anchors:

- You shouldn't place anchors directly on a layout grid. Instead, place anchors in the flow of HTML text, a layout text box, or a table cell. When you add an anchor to a layout text box or table cell, make sure that the box or cell has other contents. Otherwise, the anchor will not be recognized by Netscape Navigator. To work around this problem, you can add a nonbreaking space to the empty box or cell. To add a nonbreaking space, click inside the box or cell, and press Shift+spacebar (Windows) or Option+spacebar (Mac OS).
- You should place anchors near the left margin of the page, so that the anchors work more consistently across browsers.
- You won't be able to preview certain link and anchor combinations in Layout Preview.
- You should test links to anchors extensively in browsers before publishing your Web site. Anchors don't always work the same way in all browsers.

To create an anchor:

Do one of the following:

- Drag the Anchor icon from the Basic set of icons in the Objects palette to the destination on the page where you want the anchor.
- Select a link on the page, drag the pick whip in the Inspector to a location on the page or another open page where you want to place the anchor, and release the mouse button.

Note: *You must save the destination page before you can create an anchor using the pick whip.*

To give an anchor a unique name:

1 Select the anchor marker in the page.

2 In the Anchor Inspector, choose an option from the Name/ID menu (choose Name & ID for maximum browser compatibility), and then type a unique anchor name in the Name/ID text box.

You can see a list of all the anchors on a page by clicking the triangle next to the page in the Files tab in the site window.

Using color

Use the Color and Swatches palettes to apply color to page backgrounds, text, and objects on a page. Use the Color palette to mix and edit colors. Use the Swatches palette to select colors by color swatch, name, or hexadecimal value.

Use the Eyedropper tool in the Swatches or Colors palette to extract colors from an image or screen element.

For information on applying color to text, see "Applying fonts, type sizes, and color to text" on page 194.

Note: *When you use the Color or Swatches palette to apply color to text or objects, GoLive inserts the color attribute inside the font element. Because the font element is deprecated and can cause problems with Web browsers, you may want to apply color to text and objects using CSS styles instead of the Color or Swatches palette. (See "Applying styles" on page 233.)*

Using the Color palette

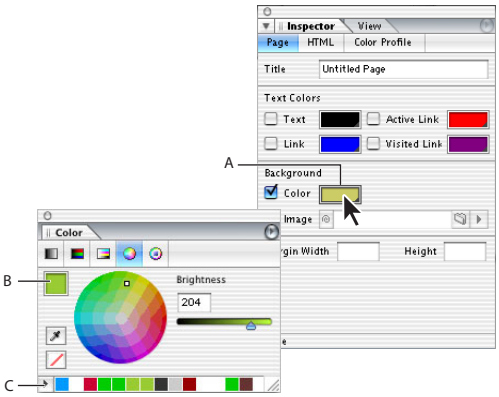
The Color palette contains color models based on CMYK, RGB, HSV, HSB (for video hardware), and Grayscale. The Color palette displays the color of the current selection in the preview pane, as well as recently used colors in the Recent Colors List. The Hex value text box displays the hexadecimal value of colors you've chosen.

Use the Color palette to edit and mix colors. When you're done, add them to the Swatches palette.

To display the Color palette:

Choose Window > Color.

Note: *You can also open the Color palette by clicking a color field (for example, in the Inspector or toolbar).*



Clicking a color field automatically opens the Color palette.
A. A color field **B.** The preview pane **C.** Recently used colors

To change the color model:

Choose a color model from the Color palette menu, or click a color model button, located at the top of the Color palette. (Choose Only Web Colors to display only web-safe colors.)

To display color values in percentages:

Choose Percent Values from the Color palette menu. Choose Percent Values again to display colors in the 256 numerical scale.

To show or hide the color model buttons:

Choose Show Buttons from the palette menu.

To show or hide the Recent Color list:

Choose Show Recent Colors from the palette menu.

To manually add a color to the Recent Color list:

1 Do one of the following:

- Select a colored element on a page, such as colored text.
- Select a color from the Color or Swatches palette.

2 Click the Add Color to Recent Colors List button .

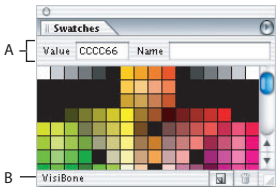
Using the Swatches palette

The Swatches palette contains predefined sets of colors, site colors (colors you've used in a site), and recent colors (colors you've used recently or added to the Recent Colors list in the Color palette). You can add or remove custom swatches. The Show Search Fields option lets you search for colors by name or hexadecimal value.

If you click the lower right corner of a color field, GoLive displays the current swatch set chosen in the Swatches palette, as well as any custom colors you've added to the Swatches palette.

To display the Swatches palette:

Choose Window > Swatches.



The Swatches palette
A. Search fields **B.** Current swatch set

To change the swatch set:

Choose a swatch set from the Swatches palette menu.

To change how swatches appear:

Choose a display option from the Swatches palette menu:

- Small List to display the hexadecimal value and thumbnail of each swatch.

Note: If Web Named Colors is selected from the Swatches palette menu, GoLive also displays the name of the swatch.

- Small Thumbnail to display a thumbnail of each swatch.

To search for a color in the Swatches palette:

1 Choose Show Search Fields from the Swatches palette menu.

2 Do one of the following, and then press Enter (Windows) or Return (Mac OS):

- Type a hexadecimal value in the Value text box.
- Type a color name in the Name text box.

Note: *If the color you're searching for doesn't exist in the current swatches, GoLive displays the nearest color.*

To show named colors in the Swatches palette:

Choose Web Named Colors from the Swatches palette menu.

To view recently used colors:

Choose Recent Colors from the Swatches palette menu.

To view a list of site colors:

Choose Site Colors from the Swatches palette menu.

To add a custom swatch to the Swatches palette:

1 Choose a color from the Color palette.

2 Click the Create New Swatch button in the Swatches palette.

To remove a custom swatch from the Swatches palette:

Select the swatch and click the Delete Swatch button.

Applying color to objects

Use the Colors or Swatches palette to apply color to page backgrounds, text, and objects on a page. For information on applying color to text or page backgrounds, see "Applying fonts, type sizes, and color to text" on page 194 and "Applying images or color to the page background" on page 70.

To apply color to an object:

1 Select the object you want to color (for example, a table cell).

2 In the Inspector, click the lower right corner of the color field and choose a color from the swatches that appear, or click the color field and do one of the following:

- Select a color from the Color palette. To use only Web safe colors, choose Only Web Colors from the Color palette menu, and then select a color. The sliders snap to Web-safe colors when you drag them.

Note: *Web-safe colors are the 216 colors that are used by browsers, regardless of platform. Browsers change all colors in the image to these colors when displaying the image on an 8-bit screen. By working with Web-safe colors, you can ensure that the colors in your Web pages will not dither on a system using a 256 color display.*

- Choose a color from the Swatches palette. An alert cube next to the color rectangle indicates a Web-safe color.

Note: *Alert cubes appear only if you're viewing Swatches using the Small List display option.*

To remove color from a selection:

1 Select the colored object.

2 Deselect Color in the Inspector.

To extract a color using the eyedropper:

Do one of the following:

- Open the Color palette and click the Eyedropper tool, then drag the eyedropper to the color that you want to extract.
- In the Swatches palette, move the pointer over a swatch until it changes to an eyedropper, and then click and drag the eyedropper to the color that you want to extract.

Note: *Notice that the color changes in the Color palette as you drag.*

Applying images or color to the page background

You can apply an image or color to the background of your page to visually enhance the page. When selecting an image for the background, keep in mind that GoLive and Web browsers treat the image as a tile that is repeated to cover the page. Although colors that you choose for page backgrounds override the default colors used by most Web browsers, other browser preference colors can override your page background colors.

To apply an image or color to the page background:

1 Click the Show Page Properties icon in the upper right corner of the document window.

2 In the Page Inspector, click the Page tab.

3 Under Background, do one of the following:

- Select Image and specify the image file. (See "Referencing files" on page 42.)
- Select Color and click inside the color field. Then select a color from the Color palette or the Swatches palette. The color you select is automatically applied to the page and to the color field in the Page Inspector.
- Select Color and click the lower right corner of the color field. Then select a color from the swatches that appear. The color you select is automatically applied to the page and to the color field in the Page Inspector.

Setting the default color for text or links in a page

You use the Page Inspector to set default colors for text that you type on a page and three stages of links: normal (the normal appearance of a link in the Web browser), active (when the mouse button is held down on a link in the browser), and visited (after a link has been clicked in the browser).

To set default colors for text or links on the page:

1 Click the Show Page Properties icon in the upper right corner of the document window.

2 In the Page Inspector, click the Page tab and do one of the following:

- To color all text on the page, select Text, click the color field, and select a color from the Color or Swatches palette. Or, click the lower right corner of the color field and choose a color from the swatches that appear.
- To color the various stages of hypertext links on the page, select Link, Active Link, or Visited Link. Then click the color field for each type of link and select a color from the Color or Swatches palette. Or, click the lower right corner of the color field and choose a color from the swatches that appear.

Creating Site Diagrams

About diagrams

The diagram features of Adobe GoLive are powerful presentation and Web site creation tools. A diagram shows the hierarchy of HTML pages within a site and the links between pages, assets, and other files. It may also contain annotations, level indicators, custom objects, and boxes that hold text or images.

A diagram lets you lay out the structure of a site before you create real pages, and helps you manage the site creation process. You can use multiple prototype diagrams as you build and revise a site, creating and testing designs as you need them. You can present diagrams in print or online in Adobe PDF or SVG format. When you are ready to work with live pages, you submit a diagram, converting its pages to actual pages in the site.

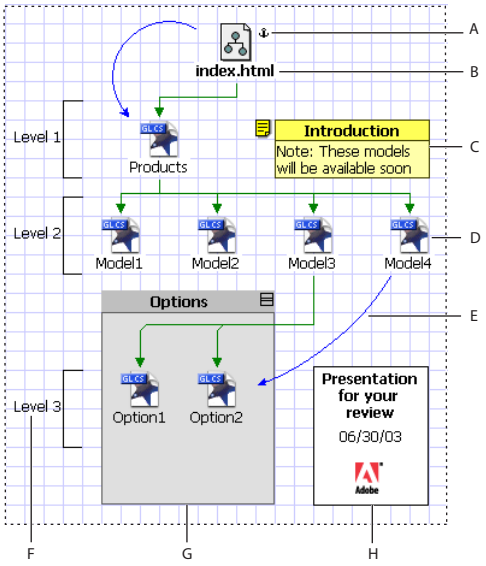


Diagram
A. Anchored section page **B.** Parent-child link
C. Annotation **D.** Page **E.** Hyperlink **F.** Level object
G. Group **H.** Box

Setting up a diagram When you create a diagram, a diagram window opens, displaying an empty design view. You use the View palette to set page, grid, and canvas options for the design view, and to specify the appearance and labels of objects in the diagram. (See "Creating diagrams" on page 73.)

Creating the structure of the diagram You add objects to the design view by dragging them from the Diagram set of the Objects palette, or by using buttons or menu commands. You can add objects that represent pages or sections (subtrees of pages), and link them in a hierarchy to other pages or sections. You can also add and link custom objects that represent assets, programs, and other features used in the site.

By dragging objects in the design view, you can change their location on the canvas, their place in the site hierarchy, or both. You can group objects to manipulate them together, and use pick whip to add diagram links. You should anchor the diagram to an existing page in the site so that its pages will be visible in a navigation view after you submit the diagram. (See "Developing diagrams" on page 74.)

Preparing the diagram for presentation To make objects appear on each page of a multipage diagram, you drag them to the Master tab of the diagram window. Items on this tab (the master view) are not part of the site design and can't be submitted.

In the design view, you can add annotation objects to provide text commentary, or add level objects to display brackets indicating levels of the site. You can also add box objects that contain text or graphics. When you have finished adding objects, you can use the Align palette to align and distribute them. You can adjust the curvature of link lines by dragging or by using the Link Inspector. To present the diagram to reviewers, you can print it to paper or export it to Adobe PDF or SVG format. (See "Preparing diagrams for presentation" on page 84.)

Submitting the diagram You can submit an entire diagram or selected items. Submitting converts pages in the diagram to real pages in the site, and creates scratch files for custom objects. To reverse a submission, you recall the diagram or items. You can submit and recall diagrams and items as often as necessary as you develop a site. (See "Submitting diagrams" on page 88.)

Creating diagrams

When you create a diagram, a new diagram window opens to the Design tab. This tab, also called the *design view,* is the canvas on which you add objects representing pages and other items in the site you are designing. The View palette and the Inspector provide controls for changing the look of the diagram and the appearance and behavior of objects within it.

When a site window is open, you can create one or more diagrams for the site.

To create a new diagram:

1 Open a new or existing site.

2 Choose Diagram > New Diagram. The diagram window opens to the design view.

3 If you want to rename the diagram, click the Diagrams tab of the site window, select the diagram name, and enter a new name.

To open an existing diagram:

Do one of the following:

- With the site window open, choose Diagram > Diagrams > *diagram name*.
- In the Diagrams tab of the site window, double-click the diagram.

Developing diagrams

You develop a diagram by adding to the design view objects that represent pages, sections (hierarchies of pages), and other items that can be added or linked to the site. After adding objects, you can create new links or redefine links, group and rearrange the objects, and anchor the diagram to an existing page in the site. You can change how design views display using the View palette and the Layout tab of the Inspector (see"Changing the display of design views" on page 82 and "Changing the layout of objects in a hierarchy" on page 83).

If you expect the diagram to occupy several pages, and you want certain text or graphics to appear on each page, you may want to set up these items in the master view before you develop the diagram in the design view. (See "Adding master items" on page 84.)

Adding pages

You can add a single page to a diagram as a separate object, or add the page in any family relationship—parent, child, previous sibling, or next sibling—to another page or to a section. (See "Adding and defining sections" on page 75.) You can also add sets of child pages to a page or section. While adding the new child pages, you can make the child pages and their parent a section (or a subsection, if the parent page is within a section).

You can add content to pages while you are working on a diagram, or add the content after you have submitted the pages, and they exist as live pages in the site.

Adding pages to a diagram affects its appearance and navigational logic, sometimes changing the position of other pages and the direction of lines that connect those pages. Before arranging a diagram for a presentation, add all pages and other objects, and establish their hierarchical positions.

To add a page outside a hierarchy:

Drag the Page icon from the Diagram set of the Objects palette to an empty area of the design view. After creating the page, you can define it in the Page Inspector. You can also add other pages to the new page, creating family links, or create new hyperlinks.

To add a single page to another page or section:

Do one of the following:

- Select the page or section to which you want to add the page, and choose Next Page, Child Page, Previous Page, or Parent Page from the toolbar or the Diagram > New menu.
- Drag the Page icon from the Diagram set of the Objects palette to the page or section. As you drag, a black bar appears next to the existing page or section, indicating a family relationship to the new page. Drag the Page icon above the page or section to add a parent, to either side of it to add a sibling, or below it to add a child.

To add a set of child pages to another page or section:

1 Select the page or section to which you want to add the child pages.

2 Choose Diagram > New Pages.

3 Specify the number of pages to create, their filenames, the stationary or template (if any) to use in creating the pages, and the types of links to generate. (See "Adding empty pages and pending links to a hierarchy" on page 119.)

4 If you want the selected page and the child pages you are creating to be a new section or subsection, select Make Parent a Section. (See "Adding and defining sections" on page 75.)

5 Click Create. The child pages are created. If you selected Make Parent a Section, the parent page becomes a section page for the new section or subsection.

To define a page in the Page Inspector:

In the Page tab of the Page Inspector, do any of the following:

- Enter a design name for the page in the Name text box. This name appears in the design view as the label for the page only if Design Name is selected in the Display tab of the View palette. Otherwise the label is its filename or page title. (See "Changing the display of design views" on page 82.)
- Change the default page title.
- Specify a template, stationery, or sample file for the page.

To add content to a page in a diagram:

In the design view, double-click the page. The page opens in a document window. You can edit the page using the same techniques used to edit pages added directly to a site.

Adding and defining sections

A *section* is a hierarchy of diagram pages, usually a subtree, that is part of a larger hierarchy. The section and its children are descendents of some other object. You treat a section as a unit to simplify file management. The pages in a section have the same base filename, and you can put them in the same folder and create them using the same template or stationery. Sections can contain other sections (subsections) as well as pages.

The parent page for a section or subsection is called its *section page*. The filename for a newly created section page is index.html, unless you have changed the home page filename in the site preferences. Section pages are displayed with boldface labels and the Section icon (if diagram objects appear as icons).

To add and define a section:

1 Drag the Section icon from the Diagram set of the Object palette to the design view. This creates a section page.

2 If necessary, do one or both of the following in the Page tab of the Section Inspector:

- Enter a design name for the page in the Name text box. This name appears in the design view as the label for the page only if Design Name is selected in the Display tab of the View palette. Otherwise the label is its filename or page title. (See "Changing the display of design views" on page 82.)
- Change the default page title.

Note: *For a section page, don't use the Target Dir option on the Page tab. You set the folder for the page and its children in the Section tab. Also, you probably don't need to change the default filename for the section page. Even if the home page for the site has the same filename, the two files have different paths because the section has its own folder.*

3 In the Section tab of the Section Inspector, do any of the following:

- Enter a base filename for the child pages you will place in the section and their descendents. The page filenames will be provided automatically. For example, if you enter the

base filename Hiking, the page filenames will be Hiking.html, Hiking1.html, Hiking 2.html, and so on.

- Specify a target folder for the section page, the child pages in the section, and their descendents. When you submit the diagram, the pages will be placed in this folder. The target folder should be a subfolder of the root folder, either an existing subfolder or a new one that will be created when you submit the diagram. For example, you might specify the folder Recreation/Hiking for the pages in the hiking section of a recreation site. If you don't specify a target folder, the folder used is either the root folder or the folder for generated items specified in Site preferences.
- Specify a template or stationery for the pages.

4 If you want to add child pages to the section page at this time, do both of the following:

- Choose the types of parent and sibling links to generate between the section page and its children. (See "Adding empty pages and pending links to a hierarchy" on page 119.)
- In the Count text box, enter the number of child pages to add to the section page.

5 Click Create New Pages.

Adding and editing pending links

You can add pending links between pages, sections, and custom objects, and change links from one type to another. Tour links connect a series of objects, not necessarily adjacent siblings in a sequence. In the site settings, you can change the colors of links and add new link types.

To add a pending link of the type Hyperlink from one object to another:

1 In the design view, select the source object. The pick whip appears.

2 Drag from the pick whip to the target object. A new link appears with the link type Hyperlink.

To add pending links between already linked objects:

1 In the design view, do one of the following:

- Select two objects linked to each other.
- Select two or more objects linked in sequence, starting with the first object in the sequence.

To select any object or link after the first object or link selected, Ctrl-click (Windows) or Shift-click (Mac OS). Repeat to deselect the object or link.

2 Right-click (Windows) or Control-click (Mac OS) and choose a link type from the Add Design Line submenu. Ordinarily, you add a type that complements the current link type. For example, you would add a Child link (parent-to-child) to a Parent link (child-to-parent).

To change a link type:

1 In the design view, select a link. A small rectangle appears on the link, and the source and target objects are highlighted.

2 If necessary, select other links. If multiple links are selected, their source and target objects are not highlighted.

3 Choose a new link type in the Link Inspector. Normally you would choose only Hyperlink, Tour, or a user-defined link type because the family link types (Parent, Child, Next, and Previous) are more easily changed by dragging one of the linked objects onto the other one. (See "Moving and copying objects" on page 79.)

Important: *If you create a new family link between two objects by dragging one of them onto the other, the link is always valid. However, if you use the Link Inspector to create it, you may create an invalid family hierarchy—for example, a child with two parents.*

To edit link types:

1 With a site view open, choose Site > Settings > Diagram Link Types.

2 Select Site Specific Settings.

3 Do one or both of the following:

- To change the color of a link type, select the type, click the lower right corner of the color field, and then specify a new color from the swatches that appear.
- To add a link type, click the New button, type a name, and then click the lower right corner of the color field to specify a color from the swatches that appear.

Edits to link types apply to all diagrams associated with the current site.

Adding custom objects

You can create custom objects that represent items that you might add or link to a site, and add these objects to the Diagram set of the Objects palette. The Diagrams set of the Objects palette contains a number of predefined custom objects representing items such as forms, elements, databases, applets, and scripts. You can edit or delete these objects as needed.

Custom objects are images in GIF format, located in the Modules/Diagram Objects folder in the GoLive application folder. When you add a custom object to a diagram, you can specify whether to create a file for the object when it is submitted, and the type of file to be created. You must create the file from a template, stationery, or sample file. For example, you can add a movie to a site by creating a custom object that uses the movie file as a sample file. When the diagram is submitted, a new movie file is created from the sample file. All non-HTML files created from custom objects become scratch items.

To create a new custom object and add it to the Diagram set of the Objects palette:

1 Save an image using the following filename convention: *myfilename-myextension*.gif, where *myfilename* is the name that appears in the Objects palette tool tip and *myextension* is the default extension that is used in the filenames of the created objects. (If you do not include a default extension and the preceding hyphen, .html is used.)

2 Place the image file in this folder:
Adobe GoLive /Modules/Diagram Objects.

3 Restart GoLive. To be available from the Objects palette, the custom object must be in the Diagram Objects folder when GoLive starts.

To specify a sample file for a custom object:

1 Create a default sample file in the Adobe GoLive /Settings7/DocumentStore/examples folder. The default sample file is used to create a file when you submit the object, unless you specify another file in the Object Inspector.

2 Open the defaults.agldex file in the DocumentStore folder and copy an existing <example></example> specification in this file. Example specifications have this format:

```
<example ident="myfilename" mime="mime type" ext="myextension"
group="group name">
     <display name="myfilename" context="no" menu="no" sort="2020"/>
     <file url="examples/mysample.myextension"/>
</example>
```

where `ident` is the filename you specified for the custom object (without the hyphen and extension), `mime` is the appropriate mime type, `ext` is the extension you specified for the object, `group` is the appropriate group in the defaults.agldex file (`markup`, `css`, `media`, or `misc`), `display name` is the filename you specified (to be used in the user interface if the next three items are set to `yes`), `context` is `no` unless you want the file to be listed in the site context menu, `menu` is `no` unless you want the file to be listed in the File > New Special menu, `sort` specifies the sort order for the display name in menus, and `file url` is the name of your sample file (`dialog` is not used at this time).

3 Edit the copy of the specification and place it in the appropriate group in the defaults.agldex file.

4 Restart GoLive. To be available as a sample file, the file must be in the examples folder and defined in the defaults.agldex file when GoLive starts.

To add a custom object to a diagram:

1 Drag the object from the Diagram set of the Objects palette to the design view. You can add a custom object to an empty area of the design view, or drag it over an existing page, section, or other custom object to add it as a parent, sibling, or child of the existing object.

2 In the Object tab of the Object Inspector, do any of the following:

- Enter a design name for the object in the Name text box. This name appears in the design view as the label for the object only if Design Name is selected in the Display tab of the View palette. Otherwise the label is its filename or page title.
- Select Create From to specify that a file will be created when the object is submitted, and then select Stationery, Template, or Sample. You must specify a stationery, template, or sample file in order to create a file for the custom object. To use a stationary or template file, choose the file from a menu. To use a sample file other than the default file in the DocumentStore folder, drag from the pick whip to the sample file. The sample file must be located on your computer.
- Specify a filename and target folder for the file to be created when the object is submitted.

To edit a custom object:

Do any of the following:

- Change settings for the object in the Object tab of the Object Inspector.
- Change the sample file in the Adobe GoLive /Settings7/DocumentStore/examples folder.
- Edit the specification for the object in the Adobe GoLive/Settings7/DocumentStore/defaults.agldex file.
- Delete the object by removing its GIF file from the Adobe GoLive/Modules/Diagram Objects folder.

Moving and copying objects

You can treat any item in a diagram simply as an object in a drawing program, and drag it as you would in such a program. You can also drag a page, section, or custom object onto another page, section, or custom object to create a new family link in the logical hierarchy. You can select a number of objects and drag them all at once. However, a better method is to group the objects and then drag the group. (See "Grouping objects" on page 80.)

You can also copy objects in a diagram, and duplicate them along with their links.

To move an object without changing its position in the logical hierarchy:

In the design view, drag the object to a new location. If Collision Avoidance is selected, and you drag the object near or partially over another object, the other object will move (to avoid a collision) when the drag is completed.

***Note**: If you drag an object over another object and a line appears to the top, bottom, left, or right of the other object, you have dragged too far into the center of the other object. Decrease the overlap until the line disappears.*

Any link lines connected to an object move when you drag the object. However, the object's descendents do not move with it as they would if you were moving the object to a new hierarchical position.

To move a page, section, or custom object into a new position in the logical hierarchy:

1 In the design view, drag the object onto the page, section, or custom object you want it linked to. Depending on the position of the object you are dragging, a line appears above or below the target object or to its left or right.

2 Drop the object above, below, to the left, or to the right of the target object, depending on the family relationship you want the two objects to have. (See "Rearranging the parts of a hierarchy" on page 121.)

To move a copy of an object to a new location:

In the design view, Ctrl-drag (Windows) or Option-drag (Mac OS) the object to another location. A copy of the object is created at that location. If the original object is annotated or linked, the annotations or link lines are not copied.

To duplicate objects:

1 In the design view, select the objects you want to duplicate.

2 Choose Edit > Duplicate. The objects and their connectors and links are copied. If you only select one object, it is duplicated along with its links.

Grouping objects

A *group* is a rectangle that encloses a number of objects in a diagram and lets you treat the objects as a unit. You can move, copy, or delete the objects in a group by moving, copying, or deleting the group. You can also close a group to temporarily unclutter the diagram.

The objects in a group must be located within the group rectangle, but they don't have to be in any logical relation to one another.

To group selected objects:

1 In the design view, select the objects.

2 Choose Edit > Group, or click the Layout Group button in the Transform palette.

A group rectangle encloses the selected objects. If Collision Avoidance is selected, any unselected objects that would be enclosed by the rectangle move out of the way automatically.

To create an empty group in a particular location:

1 Drag the Group icon from the Diagram set of the Objects palette to the design view. If Collision Avoidance is selected, any objects at or near the icon's position move out of the way automatically.

2 Do one or both of the following as needed:

- Resize the group by dragging one of its corner handles.
- Reposition the group by dragging its title bar or border.

To set group options:

1 Select the group by clicking its title bar or border.

2 In the Group Inspector, do any of the following:

- Enter a name. It appears in the title bar if the title bar is displayed. You can also enter the name directly in the title bar.

- Click an Align button to left-align, center-align, or right-align the group name.
- Select or deselect Display Title Bar.
- Select or deselect Auto Resize. With Auto Resize selected, the group rectangle is only as large as it needs to be to hold its contents, growing or shrinking as needed.

To add objects to a group:

Drag the objects into the group rectangle. If the rectangle is too small to hold the objects and you have selected Auto Resize in the Group Inspector, the rectangle enlarges automatically.

To ungroup grouped objects:

1 Select the group.

2 Choose Edit > Ungroup, or click the Layout Ungroup button in the Transform palette.

To work with a group:

Do any of the following:

- To collapse or expand a group, click the Collapse/Expand button in the group's title bar.
- To move a group and its contents, drag its title bar or border.
- To delete a group and its contents, select it and press the Delete key.

Anchoring a diagram

When you submit a diagram, its pages become live pages in the site. To see these pages in the site's navigation view after you submit the diagram, you have to anchor its new pages to an existing page in the site.

To anchor a diagram to an existing page in a site:

1 Display the page that will anchor the diagram in a navigation view, in a links view, or in the Files tab of the site window. A navigation view gives you the best picture of how the diagram will be anchored.

2 Open the diagram window for the diagram and display a design view.

3 Make sure that both windows are accessible, moving one or both if necessary.

4 Drag the page that will anchor the diagram from its window to the design view. The page appears in the design view with the Anchor icon. It is also listed in the Anchor Pages group in the Staging tab of the diagram window.

If you drag the anchor page onto a page in the diagram, establishing a family link, make the anchor page a sibling of the page it is linked to. Parent-child links can produce unexpected results.

Changing the display of design views

The View palette works with design views in the same way it works with navigation and links views. The Design tab of the palette has controls for viewing collections, for orientation, and for the display of peripheral panes. The Display tab has controls for how objects appear in the diagram. The Grid tab has controls for the grid, collision avoidance, and the canvas.

Note: *Collections are custom sets of page files, which can be visually identified by spotlighting. (See "Creating and using collections in navigation or links view" on page 114 and "Using collections" on page 319.)*

To specify how objects appear in a diagram:

In the Display tab of the View palette, do any of the following:

- Specify whether to display master items, which appear on each canvas page, and whether to display breaks between pages.
- Specify whether to display staging icons next to pages. The Anchor Page icon identifies the page used to anchor a diagram to a site. The Generic Page icon indicates that a file for the page has been created but not edited or submitted. The Real Page icon indicates that the page file has been created and edited, but not submitted. The Live Page icon indicates that the page has been submitted, and that the page file has moved to its target folder in the site.
- Specify whether to show pages, sections, and custom objects as icons, thumbnails, frames, ovals, or icon frames. Ovals are oval if the frame size is set to Wide. Otherwise, they are circles.
- Specify how to label pages in the diagram. You can use as labels the page titles entered in the Page Title text box of the Page Inspector, the filenames of the pages, or design names entered in the Name text box in the Page Inspector.
- Select Multi Line Text to allow long labels to wrap to multiple lines, or Overhang Text to allow the labels to grow horizontally. If you select neither option, long labels are truncated.
- Choose a frame size to set the amount of space around objects displayed as icons, or to set the size of objects displayed as thumbnails, frames, ovals, or icon frames. If you are using icon frames, the best choice for frame size is Wide.
- Click the Item Color box to select a custom color from the Color palette.

Note: *You can also specify the background color of the design view of the Diagram window. (See "Customizing view colors" on page 118.)*

To set options for the grid or for collision avoidance:

1 In the Grid tab of the View palette, do any of the following:

- Select Visible to display horizontal or vertical grid lines, or both. You can also show or hide the grid by choosing View > Show Grid or View > Hide Grid.
- Select Snap to snap objects in the diagram to the horizontal or vertical grid lines, or to both.
- Select Collision Avoidance to have other objects move out of the way when you move or insert an object in a diagram.

2 If you selected the grid or collision avoidance, enter values in the Horizontal and Vertical text boxes to specify the spacing between grid lines or the avoidance area.

If you are using both the grid and collision avoidance, make the collision avoidance values multiples of the grid values.

To set canvas options:

In the Grid tab of the View palette, do any of the following:

- Select Canvas Is Single Page to prevent the design view canvas from expanding beyond one page. This option deselects the other options.
- Select the Auto options to allow the canvas to expand as necessary to contain objects added to the diagram. The canvas expands or shrinks in increments of pages.
- Enter values for Page Rows and Columns to constrain the canvas to the specified number of rows and columns in the grid.

To expand a view of a diagram:

1 Choose Panorama Pane from the diagram window menu, or select Panorama in the Design tab of the View palette. The panorama pane opens, showing the current design view and any parts of the diagram that extend beyond it. (See "Using the peripheral panes of the site views" on page 109.)

2 Move the view box in the panorama pane to view different parts of the diagram.

You can also expand a view by zooming out.

Changing the layout of objects in a hierarchy

The Layout tab of the Inspector is available when you add and select objects that can be linked to other objects in a hierarchy—pages, sections, or custom objects. You can specify how links appear, the alignment of parents and children, the effects of page breaks and the grid, and the arrowhead style for links.

To specify the layout of objects in a hierarchy:

1 In the design view, select a page, section, or custom object.

2 In the Layout tab of the Inspector, do any of the following:

- Choose a Draw Links As option to specify the display of links. By default, connectors appear as single green lines with arrowheads, lines appear as two green lines with arrowheads, and outlines appear as single straight lines with no arrowheads. You can change the arrowhead style for connectors and outlines.
- With a parent object selected, click a button that specifies the alignment of all child objects with their parents.
- With a parent object selected, select Stagger to alternate offsets for each child (when links are drawn as connectors), or to display outlines on the right in a vertical layout (when links are drawn as outlines).
- With a parent object selected, select Auto Position to space child objects, as they are added or removed, by using the spacing used for the parent object.

Note: *When links are drawn as outlines, all child objects are automatically positioned.*

- With a parent object selected, select Align Children to align the first child with the parent, or Center Children to center all children relative to the parent.
- Select Honor Page Breaks to prevent objects from straddling a page break.
- Select Honor Grid to use settings in Grid tab of the View palette when distributing parent, child, and sibling objects.
- Enter values for the horizontal or vertical spacing between parent, child, and sibling objects, or for both horizontal and vertical spacing. Zero specifies the default spacing.

Choose an arrowhead style for connectors and outlines.

Preparing diagrams for presentation

After creating a diagram that represents a site, you can add boxes, annotations, and level objects to provide more information to reviewers or clients. Boxes are rectangular containers for text and graphics. Annotations are text comments that can be displayed along with an icon. Level objects are brackets, with optional labels, that can be used to indicate levels in a site. If you want objects created for presentation purposes to appear on each page of a diagram, you can add them as master items on the Master tab of the diagram window.

You can enhance the appearance of a diagram by aligning and distributing objects and adjusting the curvature of link lines. To publish the diagram, you print it to paper or export it to Adobe PDF or SVG format for an online presentation.

Adding master items

The Master tab of the diagram window provides a master view with the same grid and canvas settings as the design view. Objects added to the master view (master items) appear on each page of a diagram, but can't be submitted. You might use master items, for example, to display a logo and title on each page of a diagram.

The master view shows only master items, but the design view shows both master items and objects added to the design view. You can add master items at any time, but it may be most convenient to set them up before beginning work in the design view. That way, you can see the master items while you lay out the diagram in the design view.

To add master items to a diagram:

Display the Master tab of the diagram window, and drag objects from the Diagram set of the Objects palette to the master view.

Adding boxes

Boxes are graphical containers that can hold objects, including text, graphics, and other boxes. All contents within a box are clipped to the box boundaries, and move with the box. You can format text within a box, and use it to present captions, titles, and other information.

When you drag an image to the design view, a box is automatically created to contain the image. You can display the image at its actual size by selecting Size to Image in the Box Inspector.

To add a box to a diagram:

1 Drag the Box icon from the Diagram set of the Objects palette to the design view.

2 In the Box tab of the Box Inspector, do any of the following:

- Enter text in the Text box. In the design view, you can also enter text directly in the box by clicking in the box and typing the text.
- Select Single Line to constrain the text to a single line.
- Select Resize with Text to resize the box to fit the text.
- Click an Align button to align the text.
- Enter width and height values for the margins within the box.
- Select font options for text: Bold, Italic, or both.
- Specify the location of any image you want to appear in the box, and select Size to Image to size the box to fit the image.

3 In the Graphics tab of the Box Inspector, do any of the following:

- Specify the color and line width of the border of the design box.
- Specify the fill color of the design box.
- Specify the color and font size of the text.

4 Specify how to apply the settings:

- Click Default Settings to use the current settings for all subsequent boxes.
- Click Apply to All to apply the current settings to all existing boxes.

Adding, viewing, and editing annotations

You use annotations to comment on a diagram or on items in a diagram, or to provide captions. Annotations consist of text with an optional subject line. Each annotation appears as an annotation icon in the diagram, and you can display the subject or text along with the icon. You can place an annotation on an object or link line, or anywhere in the design view. Annotations added to objects stay with the objects when they are moved. Annotations added to link lines stay with the lines when they are moved or deflected.

The Annotations tab in the diagram window shows the subject lines and text of all annotations to a diagram. You can edit annotations in the Annotations tab or in the Design tab.

To add an annotation to a diagram:

1 Drag the Annotation icon from the Diagram set of the Object palette to an object in the design view or a blank area of the canvas.

2 Enter the subject and text by doing one of the following:

- In the design view, double-click the annotation, select the subject or text, and enter a new subject or text.
- In the Annotation Inspector, enter the subject and annotation text.

3 In the Annotation tab of the Annotation Inspector, do any of the following:

- To display the subject line in the diagram, select Display Subject.
- To specify the alignment of the subject line, click an Align button.
- To display the text in the diagram, select Display Text. (If you select both Display Subject and Display Text, the text appears under the subject.)

- Choose a position option to specify whether the subject and text appear to the right or left of the icon, or centered above or below the icon.

4 In the Graphics tab of the Annotation Inspector, do any of the following:

- Specify the color and line width of the annotation's border.
- Specify the fill and header color of the annotation.
- Specify the color and font size of the text.

5 Specify how to apply the settings:

- Click Default Settings to use the current settings for all subsequent annotations.
- Click Apply to All to apply the current settings to all existing annotations.

To view the subject and text of an annotation:

Do one of the following:

- Double-click the annotation to open it.
- Click the Annotations tab of the diagram window and view it there.
- Select the annotation and view it in the Annotation Inspector.

To edit the subject or text of an annotation:

1 In the Design or Annotations tab of the diagram window, select the annotation.

2 Do one of the following:

- In the Annotation Inspector, enter a new subject or text.
- In the Design tab, display the subject or text if necessary and then select and edit the subject or text.
- In the Annotations tab, select and edit the subject.

To delete an annotation:

In the Design or Annotations tab of the diagram window, select the annotation and press Delete.

Adding level objects

Level objects are brackets, with optional text labels, that you can use to indicate the hierarchy of objects in a diagram. You can place a bracket anywhere in the design view, and resize the bracket to include all the objects at a particular level.

To add a level object to a diagram:

1 Drag the Level icon from the Diagram set of the Objects palette to the design view.

2 Position the bracket by dragging it.

3 Resize the bracket by dragging any of its handles.

4 In the Level tab of the Level Inspector, do any of the following:

- Label the level by entering text in the Text box. You can also label the level in the design view by clicking to the left of the bracket and entering text in the text box that opens.
- Click a vertical alignment button to position your label.
- Click a text alignment button to justify the text within the brackets.
- Select Single Line to constrain the label to remain on one line.

- Select Center Bracket to center the bracket within its handles.
- Enter width and height values for the label margins.
- Select font options for the label text: Bold, Italic, or both.

5 In the Graphics tab of the Level Inspector, do any of the following:

- Specify the color and line width of the bracket.
- Specify the color and font size of the text.

6 Specify how to apply the settings:

- Click Default Settings to use the current settings for all subsequent level objects.
- Click Apply to All to apply the current settings to all existing level objects.

Aligning and distributing objects in a diagram

You can use the Align palette to control the spatial relationship of objects in a diagram.

Note: *When you align an object with its parent, the parent is a geometrical dominant, not a logical parent within a hierarchy of family relationships. The geometrical parent is the entire canvas page, or it is the group if the objects you are aligning are in a group.*

To align an object with its geometrical parent:

1 Select the object.

2 In the Align palette, click one of the Align to Parent buttons.

To align objects with each other:

1 Select two or more objects.

2 In the Align palette, click one of the Align Objects buttons.

To distribute objects or spacing:

1 Select three or more objects.

2 In the Align palette, do one of the following:

- Click one of the Distribute Objects buttons.
- Click one of the Distribute Spacing buttons.
- In the Distribute Objects or Distribute Spacing section of the palette, select Use Spacing and enter a numeric value for the spacing offset.

Changing the deflection (curve) of link lines

You can make link lines straight or deflect them from a straight line (curve them) to any degree and in either direction. You can do this by dragging the lines or specifying a deflection percentage.

To change the deflection of a link line:

1 Select the line.

2 Do one of the following:

- Drag the line's selection rectangle in the direction you want its deflection to increase or decrease.
- In the Link Inspector, choose a percentage from the Deflection menu. Positive percentages increase the deflection to the right, negative percentages to the left.

(Right and left are from the perspective of the source page—the page that the link arrow points away from.) A deflection of zero produces a straight line.

Note: *When two pages are linked by two lines, giving the lines a zero deflection merges the lines. This effect is likely to obscure the design.*

Printing and exporting diagrams

You can print a diagram for a paper presentation, or export the diagram to Adobe PDF or SVG format for an online presentation. The exported diagram can contain live links and annotations.

To print a diagram:

1 Open the design view for the diagram, and choose File > Print.

2 Select print options and click OK.

To export a diagram:

1 Choose File > Export > Diagram, or choose Export Diagram from the diagram window menu.

2 Choose SVG or PDF.

3 Select Preserve Background Color to give the exported image the background color of the design view. Otherwise, the image is exported with a white background.

4 Select Make Diagram Objects into Links and specify the root URL if you want the links to open the files.

5 Select an annotation option:

- Static exports annotations in their current states—with their contents displayed or closed to icons.
- Live lets you open annotations by clicking them.

Submitting diagrams

When you submit a diagram, GoLive converts its pages and sections to real, editable HTML pages. The pages move to the Files tab, indicating that they exist as files within the site. Files for custom objects are created if possible. When you recall a submitted diagram, you reverse these changes. You can submit and recall a diagram repeatedly while you develop a site. You can also submit and recall selected objects within the diagram.

Before submitting a diagram, you should check its staging and correct any errors that are detected.

Checking the staging of diagrams

When you check the staging of a diagram, you determine whether all its pages are connected by links to an anchor page and whether there will be folder or filename problems when the diagram is submitted. You can then make corrections as needed.

Note: *Diagrams with staging errors cannot be submitted, and a few error conditions can be detected only when you attempt a submission. If you check a diagram, detect no errors, but are unable to submit the diagram, check it again.*

To check the staging of a diagram:

1 In the diagram window, click the Staging tab. If you haven't submitted the diagram, its pages are listed as Design Pages, and custom objects are listed as Design Objects. If you have submitted the diagram, the pages are listed as Live Pages.

2 Click the Check Staging button on the toolbar, or choose Diagram > Staging > Check Staging. A check mark in the Check column opposite a page or object means that no errors were detected. Other icons in the column indicate problems or potential problems.

To correct staging errors:

If an error icon or warning icon appears opposite a page or object in the Check column, use the following information to correct the problem:

- The File In Use icon indicates that a page is open in a document window. Close all pages in a diagram before submitting or recalling the diagram.
- The Target Folder icon indicates that the target folder for a page could not be created when you tried to submit the diagram. Change the Folder setting in the Section Inspector for the page's section, or change the Target Dir setting in the Page Inspector if the page doesn't belong to a section. For custom objects, change the Target Dir setting in the Object tab of the Object Inspector.
- The Section Name icon indicates that a section page could not be named index.html (or another name assigned to the home page in Site preferences) because a file with that name already exists in the target folder. Rename the page or specify another folder for the page by changing the Folder setting in the Section Inspector.
- The Stage in Scratch icon indicates that a page is not linked directly or indirectly to an anchor page. Unless you want the page to be treated as a scratch page when the diagram is submitted, drag an anchor page from the navigation view to a page in the design view or link the page to an anchored page in the diagram to create a family link. (See "Anchoring a diagram" on page 81.)

Note: *All custom objects are treated as scratch items. A custom object must have a sample file, stationery, or template specified in the Object Inspector before the object can become a file in the site.*

- The File Rename icon indicates that the page will be renamed automatically when the diagram is submitted. Normally this is an acceptable result.

Submitting all diagram items

You can submit a diagram for the first or only time, submit a diagram you have recalled, or submit a nonrecalled diagram to update a previous submission.When you submit a diagram, the following changes take place:

- In the Staging tab of the diagram window, the pages move from the Design Pages group to the Live Pages group. (They also appear with the Live Page Staging icon in the Design tab.) Custom objects move from the Design Objects group to the Live Objects group.
- In the site window, the pages appear in the Files tab. The pages move from the diagram staging folder in the site data folder to the target folder in the root folder.
- In the navigation view, pages that are directly or indirectly linked to an anchor page appear in the central pane in the same hierarchy that they form in the design view. Unanchored pages and custom objects appear in the scratch pane.

- Pending links between pages are updated. The Pending Links palette can be used to resolve any problems with the links.

To submit all diagram items:

1 Open the diagram in a design view.

2 Click the Submit All button on the toolbar, choose Diagram > Staging > Submit All, or choose Submit All from the diagram window menu.

Recalling and updating all diagram items

Recalling a diagram reverses the changes that occurred when the diagram was submitted. Recalls are often an expected part of the design process. For example, you might submit a diagram in progress to examine it in a live context, and then recall it for further design work. Or you might submit one of two alternative diagrams and recall it so that you can submit the other and then choose between them.

In fact, you don't need to recall a diagram to work on it further. You can submit an unfinished diagram, leave it live, and continue to work on it in the design view. Submitting the diagram again updates the site.

Updates involving substantial design changes can produce unexpected results. If this happens, try recalling the updated diagram, checking and fixing it, and resubmitting the diagram.

To recall all diagram items:

1 Open the diagram in a design view.

2 Click the Recall All button on the toolbar, choose Diagram > Staging > Recall All, or choose Recall All from the diagram window menu.

Submitting and recalling selected items

You can perform selective submissions and recalls of items in a diagram. For example, you might submit selected items if you are abandoning a diagram as a whole but want to salvage parts of it. Or you might submit a complete diagram, discover that part of it needs further design work, and recall only that part for retooling.

To submit selected items:

1 In the Design or Staging tab of the diagram window, select the items.

2 Do one of the following:

- Choose Submit Items from the Diagram > Staging menu or the diagram window menu.
- Choose Submit Items to Scratch from the Diagram > Staging menu or the diagram window menu.

To recall selected items:

1 In the Design or Staging tab of the diagram window, select the items.

2 Choose Recall Items from the Diagram > Staging menu or the diagram window menu.

Managing and Viewing Web Sites

Managing a site

A Web site is built from a collection of linked files. These files can contain objects such as HTML, images and media, and scripts. Maintaining properly linked files and organizing the files into a logical hierarchy are important for managing a site. GoLive offers several tools for managing and viewing sites.

Site window For viewing and manipulating files and folders within your site, GoLive has a site window that gives you access to all of the site files and assets. (See"Working with the site window" on page 92 and see "About site assets" on page 304.) It's good practice to maintain all your source files, data, HTML files, scripts, and media in the site window. The site window not only helps you avoid breaking links and creating orphan files, it also gives you easy access for fixing site file errors.

Graphical views GoLive also has graphical site views that let you look at the hierarchy of your site with different representations. (See "About graphical site views" on page 104.) Graphical site views are useful for examining the navigation of your site, reviewing files, or establishing or correcting links.

In & Out Links palette The In & Out Links palette is a powerful link management tool that you can use to change links and file references. For example, if you use an application other than GoLive to change the name of an image file, you can use the In & Out Links palette to change all references in your site to the new filename. (See "Editing links and URLs sitewide" on page 124.)

For information about creating a site, see "Creating a site" on page 46.

Specifying preferences and settings for Web sites

When you manage a Web site, it's important to specify several application-wide Site preferences and site-specific settings that affect the site.

The Site preferences establish the way you manage all sites and include settings for general file and folder management, Filename Constraints, Status, Clean Up Site, Upload/Export, Diagram Colors, and Diagram Link Types. Two other categories of application-wide preferences that also affect the management of all sites are the Script Library preferences and Internet preferences. The Script Library preferences include settings for how GoLive handles JavaScripts, and the Internet preferences include settings for connectivity and network status.

In addition to the Site preferences, you can also specify site-specific settings for Publish Servers, URL Handling, URL Mappings, Diagram Colors, Script Library, and others. The site-specific settings override the Site preferences.

To set preferences that affect all sites:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 In the left pane of the Preferences dialog box, do one of the following:

- Click or expand the Site preferences icon and then select a Site category.
- Click the Script Library preferences icon.
- Click the Internet preferences icon.

3 In the right pane, set the preferences you want to apply to all sites.

4 Click OK.

To specify site-specific settings:

1 Open a site.

2 Click the Site Settings button on the toolbar or choose Site > Settings.

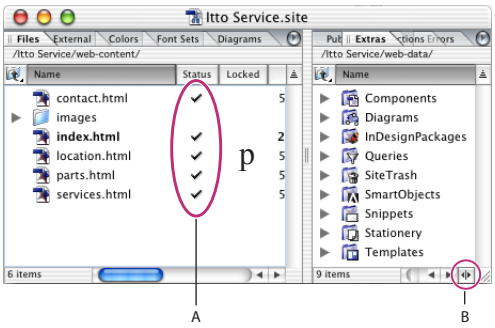
3 In the Site Settings dialog box, click a category in the left pane and then select options in the right pane.

4 If the Site Specific Settings option is available for a category, select it to have the site-specific settings override the Site preferences.

5 Click OK.

Working with the site window

The site window is your indispensable tool for building and managing a Web site, and should contain all of the linked files used in the site.



Files tab and Extras tab in the site window
A. Current status of files **B**. Show/Hide right pane button.

To open a site project file (.site) in the site window:

Do one of the following:

- Choose File > Open, browse to the site project file (.site), select it, and then click Open.
- Double-click the site project file on your system desktop.

Note: *Opening a site project file automatically creates a backup of the file. GoLive deletes the backup when you save and close the site project file. You can turn this feature off for all sites in Site preferences.*

If you need to reopen a site that was open during a computer crash, open the regular site file, not the backup site file. If it is necessary to use the backup, GoLive will inform you.

To show or hide the right pane of the site window:

Click the Toggle Split View icon in the scroll bar at the bottom of the window.

To display the contents of a tab in the site window:

Do one of the following:

- Click the tab to bring it to the front.
- Choose the tab from the site window menu.

To restore the original configuration of the site window:

Choose Default Configuration from the site window menu for either pane of the window.

To customize the display of the site window tabs:

Do any of the following:

- To change the sort order of the column the tab is currently being sorted by, click the column's head. In Mac OS, you can also click the Sort Order icon above the scroll bar.
- To sort the tab by another column, click the column head.
- To show and hide columns, choose the column names from the Show Columns menu in the View palette.
- To resize a column in a tab, drag the right border of the column head to the left or right.
- To change the position of a column in the tab, drag (Windows) or Command-drag (Mac OS) the column head to the left or right. (You can't change the position of the left-most column in any tab.)
- To go up one level in the folder or group whose contents are listed in the tab, click the Upwards button (Windows) or (Mac OS) at the top of the tab.

Note: *Once you've reached the topmost level of the folder hierarchy reflected in the site window, GoLive opens the Local File Browser to let you navigate through the file system.*

- To show or hide the anchors in a page, click the icon to the left of the page to expand or collapse the page.
- To change the view of items in a tab, choose an option from the Site > View menu.

For more information about arranging site window tabs, see "Rearranging palettes or tabs" on page 32.

About the site window

GoLive organizes a site into nine tabs to handle different aspects of site management:

Files Contains HTML, XHTML, XML, media, and other files, as well as folders that you can use to organize the files.

External Displays external URLs and e-mail addresses referenced by the site files.

Diagrams Contains diagrams with a graphical view of possible site implementations. (See "About diagrams" on page 72.)

Colors Contains a collection of colors used in your site.

Font Sets Contains a collection of font sets used in your site. The font sets are lists of alternative fonts that you use to override the browser's default display font settings.

You can also show and hide the right pane of the site window that contains these additional tabs:

Extras Contains all of the files and folders in the site's web-content folder and web-data folder. The web-data folder contains four types of reusable objects: components, stationery pages, snippets, and page templates. The Extras tab also contains diagrams, Smart Objects, InDesign packages, queries, and files moved to the Site Trash. (See "About site assets" on page 304.)

Note: *You can choose to not show the web-content folder in the Extras tab by doing the following: choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS) and select Site in the left pane; then deselect Show Web-content Folder in Extras Tab.*

Errors Contains missing files, orphan files, Smart Object warnings, and files that have a name that doesn't meet your filename constraints. An orphan file is referenced in a link but GoLive can't find the file, or the file is outside the web-content folder. If you manage files in the site window, you can avoid creating orphan files. Click a file in the Errors tab to open the Error Inspector. For information on finding and fixing links to missing files, see "Checking the site for missing or orphan files" on page 127.

Publish Server Displays the site on a remote server while GoLive is connected to a publish server (an FTP, WebDAV, or local file server).

Collections Displays custom sets of one or more files that you select manually or define as a result of a query, syntax check, or find operation.

The status column in the site window contains icons that show you each file's status. The checkmark icon ✔ indicates that the file is error-free—that all files referenced in it have been found. For information on the meaning of the other status icons, see "Fixing site errors" on page 126.

You can also display a third view of the site window that contains two graphical views: Navigation and Links view (see "About graphical site views" on page 104).

About site files and folders

In GoLive, a site is a collection of files that are used as resources for developing and maintaining a Web site on a Web server. Viewers of the Web site only see files that you upload to the Web server. (See "Uploading a site" on page 328.) These files include the home page (usually named *index.html*), pages linked directly or indirectly to the home page, and media files referenced by any of these pages.

Viewers don't see the rest of the files that are usually placed in the web-data and web-settings folders, and normally the contents of these folders are not uploaded to the server.

The files comprising a GoLive site include the site project file and the contents of three folders: the web-content folder, the site web-data folder, and the site web-settings folder.

- Files and file information that are managed by the site project file are displayed in the various tabs of the site window.
- The contents of the site web-content folder are listed in the Files and Extras tabs of the site window.
- The contents of the site web-data folder are listed in the Extras tab of the site window.
- The site web-settings folder contains XML files of site-specific settings, and settings for the Colors tab, External tab, and Font Sets tab.

Inspecting file properties

The File Inspector for any selected file has a File tab with basic file information, a Name tab with information on whether the filename matches or violates a filename constraint (see "Naming files and folders" on page 102), and a Content tab with a thumbnail of the file. For HTML and XHTML files, the File Inspector includes an additional Page tab with the page title and encoding information. (See "Changing the page title" on page 53.) The Folder Inspector includes basic folder information and a Name tab with filename status.

You can also use the File Inspector and Folder Inspector to rename files and folders, or change their publish state and their status label. (See "Providing file status information" on page 133.)

To inspect a file or folder:

1 Display the Inspector.

2 Select the file or folder in the site window.

3 If you selected a file, click the File, Name, Page, or Content tab in the File Inspector as necessary. If you selected a folder, click the Folder or Name tab in the Folder Inspector as necessary.

To show file information in Explorer (Windows) or Finder (Mac OS):

Click the Show Information in Explorer button (Windows) or the Show Information in Finder button (Mac OS) on the toolbar.

Working with files and folders

In the site window, arrange files in folders to keep them in order. For example, create separate folders for storing pages, images, and animations in the Files tab in the site window.

Important: *When using GoLive, you can reference files in any folder on your system. However, if you use a system tool such as Explorer (Windows) or Finder (Mac OS) to move, rename, or delete site files, GoLive doesn't update link and reference information. This is why it's highly recommended that you work in the site window when moving, renaming, or deleting files. If you do move, rename, or delete files with a system tool, be sure to refresh the view of files in the site window. (See "Refreshing the site window" on page 98.)*

Similarly, use the site window to arrange non-file items in *groups*. (GoLive treats and displays a group in the site window as a type of folder, but all groups are stored within the Settings folder rather than within other regular folders on your hard disk.) Items in the Files and Extras tabs are stored in regular folders. All non-file items in the External, Colors, and Font Sets tabs are stored in groups. Items in the Collections tab are stored in collections.

To create a folder (group, regular folder, or collection):

1 Click the tab where you want to create the folder.

2 If you want the folder you are creating to be subordinate to an existing folder in the tab, select the existing folder.

3 Do one of the following:

- Click the Create New Folder button on the toolbar.

- To add a folder to the Files or Extras tab, drag the Folder icon from the Site set of the Objects palette to the site window.
- To add a group to the External tab, drag the URL Group icon or the Address Group icon from the Site set of the Objects palette to the site window.
- To add a group to the Colors tab, drag the Color Group icon from the Site set of the Objects palette to the site window.
- To add a group to the Font Sets tab, drag the Font Set Group icon from the Site set of the Objects palette to the site window.
- To add a collection to the Collections tab, drag the Collection icon from the Site set of the Objects palette to the site window.

GoLive assigns a generic name of "untitled folder" for a new folder in the File tab; "untitled collection" for a new collection in the Collections tab; and "untitled group" for a new group in the Colors, External, or Font Sets tabs.

4 Enter a new name for the folder or group.

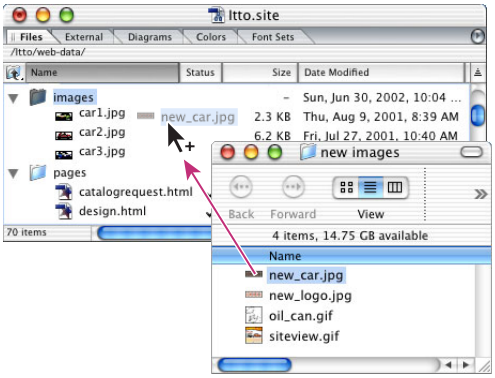
5 Move items into the folder as necessary.

You can also import files and other items into a site. (See "Adding existing files" on page 52.)

To move a file or object to a folder (group or regular folder):

1 Do one of the following:

- Drag the file or object from a folder in the Explorer (Windows) or Finder (Mac OS) into a folder or tab in the site window.
- Drag an object into a group.



Dragging a file from a desktop folder to a folder in the site window

If you want the target folder to open so that you can see its contents, position the pointer over its icon before releasing the mouse button. If you want to target a folder one level up from the folder displayed in the tab you are dragging into, drag the file or object to the Upwards button (Windows) or (Mac OS) at the top of the tab.

2 If you are moving a file containing links or file references, click OK in the Move Files dialog box to update them.

Important: *If you exclude any file from updating, broken links and invalid file references might result.*

To open the desktop folder containing a file or folder in the site window:

1 Select the file or folder in the site window. You can select only regular folders and files, not groups or objects in groups.

2 Click the Reveal in Explorer (Windows) or Reveal in Finder (Mac OS) button on the toolbar.

Tracking work on site files

The Workflow palette lets you keep track of what state your site files are in, and is useful whether you're working alone or in a workgroup. When you select a file in the site window, the Workflow palette lets you indicate who is editing a file and how complete the file is. This information is displayed in two additional columns in the Files tab of the site window for easy reference—in the To Be Edited By column and the Completed column.

Note: *You can also add metadata to a file in a site to preserve information about the contents, copyright status, origin, and history of the file (see "Adding metadata to documents" on page 40).*

To show the state of a file or folder:

1 Choose Window > Workflow to display the Workflow palette.

Note: *If Workflow does not appear in the Window menu, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and then click Modules. Make sure the Workflow option, which is at the bottom of the list under Extend Scripts, is selected in the right pane, and then restart GoLive.*

2 Select a file or folder in the site window.

3 In the Workflow palette, enter a name in the To Be Edited By text box and then choose a percentage from the Completed menu.

Deleting files

When you delete a file or folder from the site, you send it to a Site Trash folder or to the system Recycle Bin or Trash. The default destination is Site Trash, but you can select the Recycle Bin or Trash as the destination in the Site preferences. You can recover files from the Site Trash, or you can move them to the system Recycle Bin or Trash. Deleting objects and groups from the system Recycle Bin or Trash removes them entirely from the system.

For many purposes, updating the Files or Extras tab or removing unused objects from the External, Colors, or Font Sets tab is preferable to deleting the file or object. (See "Refreshing the site window" on page 98.)

To delete a file, regular folder, object, or group:

1 Select the item.

2 Click the Delete Selected Item button on the toolbar.

3 If necessary, confirm the deletion by clicking Yes.

To recover a file from the Site Trash:

1 If necessary, click the Toggle Split View icon in the scroll bar at the bottom of the site window to show the right pane.

2 Click the Extras tab.

3 Open the Site Trash folder and then select the file you want to recover.

4 Do one of the following:

- If you haven't performed any other actions since you deleted the file, choose Edit > Undo Move to Trash.
- Drag the file to its previous location (or another location) in the Files tab.

To move files to the system Recycle Bin or Trash:

In the Extras tab, do one of the following:

- To move all files from the Site Trash to the system Recycle Bin or Trash, select the Site Trash icon and then choose Empty Trash from the context menu.
- To move an individual file from the Site Trash to the system Recycle Bin or Trash, select the file and then press Delete (Windows) or Command-Delete (Mac OS).

To change the destination of file and folder deletions:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and then click Site.

2 Select a trash option and then click OK.

Refreshing the site window

You can refresh the list of items in the Files, Diagrams, Collections, and Extras tabs in the site window so that you are viewing the actual site—that is, the contents of the site's web-content folder (Files tab), web-data folder (Extras and Diagrams tabs), or web-settings folder (Collections tab). You can also refresh the contents of the current directory on the publish server if you connect to the publish server and refresh the Publish Server tab.

Refreshing the site window may result in files being added to the site window, files being removed, or both, depending on changes you've made to files both in and outside GoLive. Refresh the site window if you have been working with files outside GoLive—for example, using the Explorer (Windows) or Finder (Mac OS) instead of GoLive to move, rename, or delete, files in the site window.

To refresh the Files, Diagrams, Collections, or Extras tabs:

1 Do one of the following:

- Click the tab.
- Click the Files tab and then open the desired folder.

2 Click the Refresh View button on the toolbar or choose Site > Refresh View.

Note: *If your site contains a password-protected PDF file, GoLive will prompt you for the password when you refresh the site.*

To refresh the Publish Server tab:

1 Connect to a publish server.

2 Open the server directory you want to refresh.

3 Click the Refresh View button on the toolbar or choose Site > Refresh View.

Adding items in use and removing unused items from the site window

GoLive can scan all pages in your site for non-file items that are used on a page but are not listed on the External, Colors, or Font Sets tabs. Once found, GoLive adds these items to the appropriate tabs in the site window. For example, GoLive adds a color to the Colors tab if the color is being used on a page but isn't listed in the Colors tab.

If GoLive finds new references or addresses that need to be listed in the External tab, GoLive creates a Scanned URLs or Scanned Addresses group for them in the tab. Similarly, Scanned Colors or Scanned Font Sets groups are created in the Colors or Font Sets tabs if new colors or font sets are found.

You can remove references, colors, or font sets that are not being used in your site from the External, Colors, and Font Sets tabs.

To add items in use and remove unused items from the site window:

1 Click the External, Colors, or Font Sets tab.

2 Click the Get Used/Remove Unused button on the toolbar.

Note: *By default, the Get Used/Remove Unused button adds items in use and removes unused items. To perform a single action only, such as removing unused items, click the triangle to the right of the Get Used/Remove Unused button and choose an option.*

3 Click OK to confirm the removal of unused items, if necessary.

Updating site files that are dependent on library files

When you update site files, GoLive checks the content of the Components, Templates, Smart Objects, and InDesignPackages folders in the site's web-data folder for updates to that content made outside of GoLive.

For information about components or templates, see "About site assets" on page 304. For information about Smart Objects or InDesign packages, see "Working with Smart Objects" on page 262 and "Adding InDesign content" on page 286.

To update site files that are dependent on library files:

1 Open a site.

2 Do one of the following:

- To check all components, templates, Smart Objects, or InDesign packages for updates, choose Site > Update Files Dependent On > Library or click the Update Files Dependent on Library button on the toolbar.
- To check specific components, templates, or Smart Objects for updates, select templates, components, or Smart Objects in the Extras tab of the site window (Control-click to select multiple files), and then choose Site > Update Files Dependent On > Selection.

3 If necessary, select files to update in the Update Dependent Files dialog box.

Cleaning up a site

The Clean Up Site command is essential for maintaining your site and preparing it for publication (uploading to a Web server for viewing by the public). Cleaning up a site gets rid of unused links, colors, e-mail addresses, and font sets that can clutter the working version of your locally stored site. You can also use this command to copy any files or objects into the web-content folder that are referenced in your site, but actually located outside the web-content folder.

When cleaning up a site, you can choose to do any combination of the following:

- Refresh the view of items listed in the site window.
- Copy files that are used in your site into the web-content folder. *Used* means "referenced on some page in the web-content folder."
- Remove unused files. *Unused* means "not referenced on any page in the web-content folder." (See "Refreshing the site window" on page 98.)
- Add references, colors, and font sets that are used in your site but are not listed in the External, Colors, or Font Sets tabs. (See "Adding items in use and removing unused items from the site window" on page 99.)
- Remove unused references, colors, and font sets.

To specify options for cleaning up a site:

1 Do one of the following:

- To specify options for cleaning up the active site only, click the Site Settings button on the toolbar or choose Site > Settings. Then click Clean Up Site in the left pane, and then select Site Specific Settings.
- To specify options for cleaning up all sites, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and then expand Site in the left pane. Then click Clean Up Site.

2 Select options as follows:

- To refresh the view of items listed in the site window, select Refresh View.
- To copy files that are used in your site into the web-content folder if they are stored outside the web-content folder, select Add Used Files. If you want to display a dialog box that lets you select the files to be copied, select the Show List of Files to Copy option.
- To add non-file items that are used in your site but are not listed in the External, Colors, or Font Sets tabs in the site window, select Add Used External References, Add Used Colors, or Add Used Font Sets.
- To move files not being used in your site to the Site Trash, select Remove Files Not Linked. If you want to display a dialog box that lets you select the files to be removed, select the Show List of Files to Remove option.
- To remove non-file items that are not being used in your site but are listed in the External, Colors, or Font Sets tabs in the site window, select Remove Unused External References, Remove Unused Colors, or Remove Unused Font Sets.

- Select Show Options Dialog if you want to display the Clean Up Site Options dialog box every time you choose the Site > Clean Up Site command. If you select this option, GoLive deselects the Don't Show Again option in the Clean Up Site Options dialog box.
- Click Factory Settings to use the default settings for all options.

3 Click OK.

To clean up a site:

1 Choose Site > Clean Up Site.

2 If the Clean Up Site Options dialog box appears, select options as necessary and then click OK.

3 If the Copy Files or Clean Up Site dialog box appears, select the files you want to copy into or remove from the web-content folder, and then click OK. Click OK in the Update Files dialog box.

Providing names and paths for files

When you build a Web site, you must name files so that you can properly reference them. The connection between a link and its referenced file or object can be expressed as a path describing the folder hierarchy. GoLive lets you customize the naming of files and the creation of paths. You can choose from a variety of filename rules and also determine whether a path is relative or absolute. (See "About absolute link paths" on page 103.)

About filenames

Files and folders need to be properly named so they can be uploaded correctly to the server hardware you're working with, whether it's Windows, Mac OS, UNIX, DOS, or some other operating system. GoLive comes with a set of filename rules that ensure cross-platform compatibility. When a filename violates one of the rules, the Errors tab of the site window and the File Inspector indicate the problem. The File Inspector also lists the rule itself.

You can examine, modify, delete, and add filename rules. (See "Changing filename constraints" on page 102.)

When naming files and folders, use lowercase to avoid case-sensitivity problems and don't include spaces in the name. Spaces in file and folder names are automatically converted to the URL escape code "%20" during the FTP process. As a result, some links and file references might become invalid.

Naming files and folders

When you create a new empty file, GoLive automatically gives it a name. If you know what content that file will contain, you'll probably want to rename it.

When you rename a file that is referenced by other files, you can update the other files with the new filename at the same time. For information on updating an entire site for a URL that other files reference, see "Editing links and URLs sitewide" on page 124.

If you use a name for a file or folder that contains illegal characters as defined by the current filename constraint for the site (or all sites), GoLive displays warnings in the Errors tab of the site window, the Name tab of the File or Folder Inspector, and the Status column of the Files tab.

To rename a file:

1 Select the file in the Files tab in the site window and then enter the new name in the File tab of the File Inspector.

2 If there are any other files that contain references to the file you renamed, the Rename File dialog box appears. To have GoLive automatically update the references with the new filename, leave the files selected and then click OK.

To check for filename constraint violations:

Select the file and then click the Name tab in the File Inspector to view any violations.

To rename a folder:

Select the folder in the Files tab in the site window and then enter the new name in the Folder tab of the Folder Inspector.

Changing filename constraints

GoLive alerts you if you use a filename that doesn't meet the designated filename constraints. GoLive provides several constraint sets, or you can create your own sets. GoLive's default set is called the GoLive standard, a combination of Windows 98, NT, 2000, XP, Mac OS, and UNIX. Other sets are GoLive strict, GoLive lower case, Windows (applies to Windows 98, NT, 2000, XP), DOS/Windows 3.1, Mac OS, Mac OS X, and UNIX. You can also select the File System Default set to have your operating system enforce filename constraints instead of GoLive.

To change filename constraints:

1 Do one of the following:

- To change filename constraints for the active site only, click the Site Settings button on the toolbar or choose Site > Settings. Then click Filename Constraints in the left pane, and then select Site Specific Settings.
- To change filename constraints for all sites, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), expand Site in the left pane, and then click Filename Constraints.

2 Choose a set of constraints from the Selected Constraints menu.

3 Click OK.

To add a set of filename constraints:

1 Do one of the following:

- To add a set for the active site only, click the Site Settings button on the toolbar or choose Site > Settings. Then click Filename Constraints in the left pane, and select Site Specific Settings.
- To add a set for all sites, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), expand Site in the left pane, and then click Filename Constraints.

2 Choose a set of filename constraints from the Selected Constraints menu that most closely matches the set of constraints you want to use.

3 Click Duplicate. This creates a new duplicate set. You can edit and delete a duplicate set, but you can't delete the original.

4 Enter a name for the new set in the Selected Constraints text box.

5 Edit the set in the other text boxes as necessary.

6 Click OK.

About absolute link paths

Site pages contain paths to a variety of linked files: other pages in the site, images displayed on the page, media items embedded in the page, and so on. GoLive automatically uses relative paths—paths that point to the location of a file in relation to the current file—for the destinations of links. In most cases, relative paths are appropriate to use. But, if necessary for special cases, you can selectively change the paths to make them absolute, or set a preference to have GoLive make all new paths you create absolute by default. When you make a path *absolute*, the entire path from the root folder to the linked file is provided. Otherwise only a relative path is provided.

Example A page */root/pages/info/page.html* (where *root* is the name of the root folder) references the image */root/images/image.gif*. The absolute path to the image file is */images/image.gif*. The relative path is *../../images/image.gif*.

Absolute paths are useful in the following cases:

- If a form references a CGI script at the root level of the site directory (or any other subdirectory), any references to that file are usually written as absolute.
- If a common navigation bar is used on many pages that reside in folders at various hierarchical levels, you can use an absolute path specification throughout to reference its image files, allowing you to copy and paste the same code snippet onto all the pages.

However, absolute paths work only at sites where there is a Web server providing information about the location of the site's root folder. For the same reason, using absolute paths prevents you from previewing pages in a Web browser on your local computer—that is, a previewing browser has no way of locating this root folder.

Note: *An absolute path in GoLive is not a full path from the file system root or a fully qualified URL.*

Setting up absolute link paths

You can specify absolute paths for all new links or for specific links. For information on creating links, see "Linking files" on page 61.

To make the path of a link absolute:

1 Select the link.

2 Do one of the following:

- Choose Relative from the URL menu to the right of the Browse button in the Inspector, if it is checked. (Unchecked indicates the link is absolute.)
- Choose Edit from the URL menu in the Inspector. In the Edit URL dialog box, click Make Absolute, and then click OK.

You can also use the Edit URL dialog box to add query parameters to the URL. (See "Editing URLs in links" on page 64.)

To set a preference that makes all new links absolute:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Expand General preferences and select URL Handling.

3 In the right pane, select Make New Links Absolute, and then click OK.

To specify a site setting that makes all new links absolute in the active site only:

1 Open a site.

2 Click the Site Settings button on the toolbar or choose Site > Settings.

3 In the left pane, select URL Handling.

4 In the right pane, select Make New Links Absolute, and then click OK.

About graphical site views

GoLive provides site views that are graphical representations of a site's pages and the links that connect them. You can use the graphical site views with the site window to display and edit the content and structure of your Web site, and examine the links and relationships between pages.

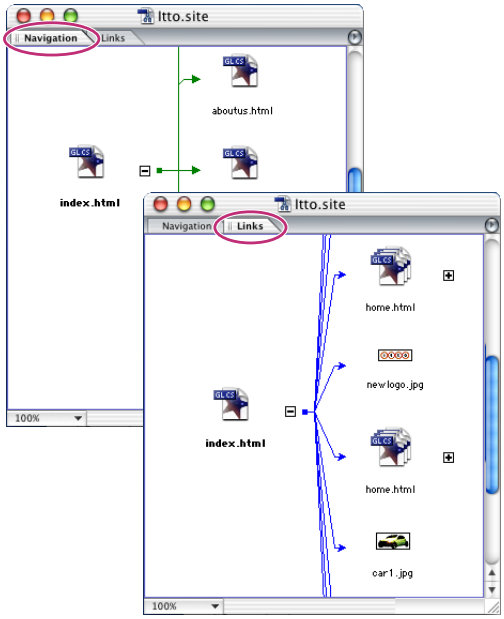
- The navigation view shows a tree-like hierarchy of pages (beginning with the home page) that underlies the web of links in your site. You can add pages to the structure, move pages around, and open pages from the navigation view. (See "About navigation view" on page 105.)
- The links view shows a web of actual links going in and out from each page to other pages, images, or media files in your site, and to external URLs or e-mail addresses. You can expand or collapse the various levels of links to focus on the overall structure of links in the site or links of a single page. (See "About links view" on page 107.)

The pages shown in each graphical site view are also listed in the Files tab of the site window. When you select a page in a view, you can select the same page in the Files tab by clicking the Reveal In Site button on the toolbar. By using options on the View palette, you can expand the site views into additional panes that display a panorama of the site, reference pages used by a selected page in the site, or scratch pages that are not linked to any pages in the site.

GoLive also provides other graphical tools for managing and viewing Web sites. You can use the In & Out Links palette to see incoming and outgoing links for files, and change links and file references throughout a site. (See "Editing links and URLs sitewide" on page 124.) You can also use diagrams to show the hierarchy of pages and the connections between site assets. (See "About diagrams" on page 72.)

Displaying a graphical site view

You can display a navigation view or links view of a site.



Navigation and Links views

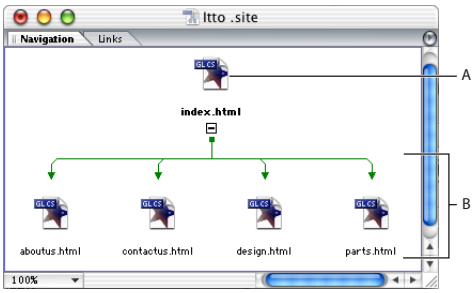
To display a graphical site view:

1. Open the site project file for your site.
2. Choose Navigation or Links from the Site window menu.

About navigation view

With a new imported site, the navigation view shows the structure of the site as a tree-like hierarchy descending from the home page. With a new blank site, the navigation view shows a single home page, and you can build the structure of the site by adding empty pages to the home page in the same sort of hierarchy. You can also use this method to add pages and substructures to an imported site. (See "Adding empty pages and pending links to a hierarchy" on page 119.)

In either case, the hierarchy comprises logical pair relationships between pages in which a page is either a *child*, a *parent*, a *previous sibling*, or a *next sibling*. A typical parent-child relationship is between a home page and pages it links to.



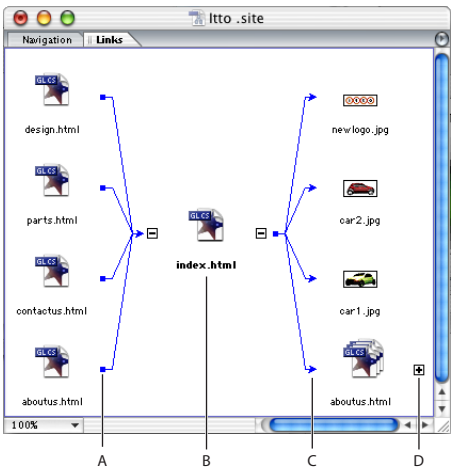
Navigation view
A. Home page **B.** Children of home page

A typical sibling relationship is between the first (previous) and second (next) pages in a book-like sequence of pages.

With the structure established, you can fill the empty pages with content and link them together in a way that reflects the structure. Alternatively, you can rebuild the hierarchy with different settings to establish a different structure before you reflect the structure with links. (See "Solving a hierarchy" on page 124.)

About links view

When you open a links view of a site, it shows the site's home page file (often called index.html). If the site contains pages linked to the home page, pages linked to these pages, and so on, you can view them by expanding the view, first from the home page and then from other pages that come into view. Each expansion displays files linked to the expanded file. Expansions in one direction show incoming links—links with their source in other files and the expanded file as their destination. Expansions in the opposite direction show outgoing links—links to other files with their source in the expanded file. An individual file can appear several times in the view—for example, as an incoming link to the left of an expanded file, and as an outgoing link to its right.



Links view
A. Incoming link **B.** Home page
C. Outgoing link **D.** File not expanded

You can choose options for displaying incoming links only, outgoing links only, no links, or only the link path you are currently exploring. (See "Varying the view of links" on page 116.)

To change or fix links, use the links view to select files and the In & Out Links palette to change or fix links. (See "Editing links and URLs sitewide" on page 124.)

Modifying site views

You can move the navigation or links site views into several useful window configurations, and vary the views within these windows in many ways that help you survey the site.

Expanding and collapsing views

When you expand or collapse a file in one of the site views, you show or hide the files linked to it. The feature works in much the same way that expanding and collapsing folders work in Windows Explorer or Mac OS Finder.

When you expand a file, it stays expanded until you collapse it explicitly. For example, if you collapse a file that governs a long path of files, the entire path disappears. If you then expand the same file, the entire path reappears, not just the files linked directly to the expanded file.

You expand files from the home page file to view a whole site. Because most sites contain too many files to view all at once and scrolling the view can be awkward, you sometimes need to collapse files to view another portion of the site. However, there are a number of more precise techniques for moving and limiting the view. (See "Magnifying and reducing the view" on page 112 and "Centering views and displaying partial trees" on page 113.)

To expand the view of a site or a tree in the site completely:

1 In a navigation view or links view, do one of the following:

- To expand the view of a site completely, select the home page (index.html).
- To expand the view of a tree in the site completely (a selected page and all of its children and grandchildren pages), select the page that is at the root or top of the hierarchy.

2 Click the Unfold Hidden Child Items button on the toolbar.

To expand the view of a site incrementally:

1 Do either of the following:

- In a navigation view, click the Expand button ⊞ next to a page to view its child page or pages.
- In a links view, click the Expand button ⊞ next to a page to view its incoming or outgoing links. The location of the Expand button relative to the page determines whether the links are incoming or outgoing.

2 Continue clicking Expand buttons until the view is expanded in the way that you want.

To collapse the view of a site incrementally:

1 Do either of the following:

- In a navigation view, click the Collapse button ⊟ next to a page to hide its child page or pages.
- In a links view, click the Collapse button ⊟ next to a page to hide its incoming or outgoing links.

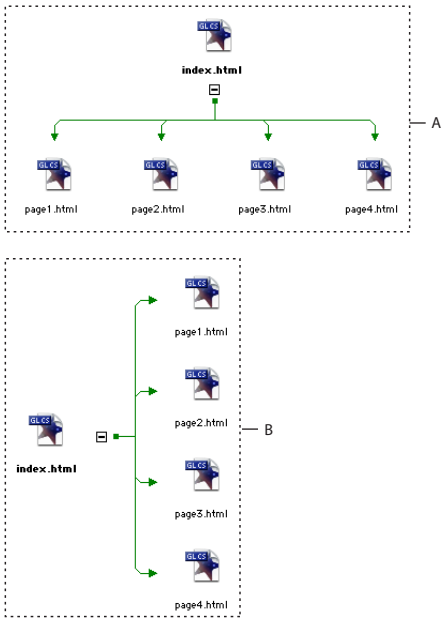
2 Continue clicking Collapse buttons until the view is collapsed in the way that you want.

To get advance information about an expansion (Windows only):

If you are using GoLive on Windows, pause the pointer over the Expand button before clicking it. A tooltip provides the number of children, incoming links, or outgoing links the expansion contains.

Changing the orientation of a view

When you first view a site, its navigation view has a wide orientation and its links view has a tall orientation. Both navigation view and links view can appear in either wide or tall orientation.



Wide and tall orientations of a navigation view compared
A. Wide orientation **B.** Tall orientation

Both views use four directions to indicate types of links. For example, in a wide navigation view a page's parent page is above the page.

In wide orientation, a navigation view uses the four directions as follows: Above is the parent page, below is the child page, left is the previous page, and right is the next page. In tall orientation, the parent page is left and the previous page above.

In tall orientation, a links view uses two directions as follows: Left is the incoming link and right is the outgoing link. In wide orientation, the incoming link is above.

To change the orientation of a view:

Do either of the following:

- Click the Toggle Between Horizontal/Vertical Orientation button on the toolbar.
- In the Navigation tab or Links tab of the View palette, select Tall or Wide.

Using the peripheral panes of the site views

The navigation or links site views usually have a single pane, but you can also display up to three additional special-purpose panes on the periphery of the main pane of a view:

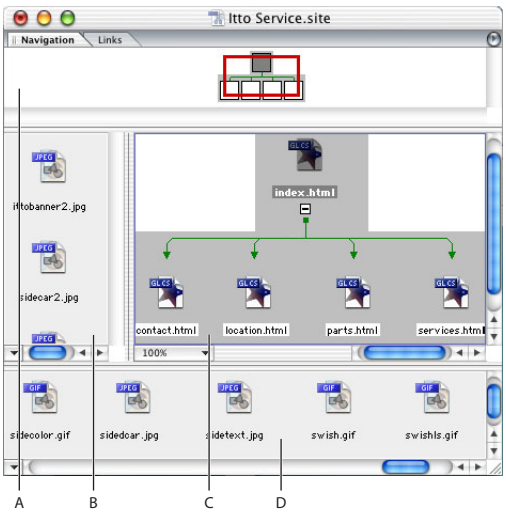
Panorama pane This pane is a bird's-eye view of the entire site. The view contains a red view box that corresponds to the current view in the main pane. You can scroll the view of the site that is shown in the main pane by moving the red view box in the panorama pane. You can do anything with the panorama pane that you can do with the main pane—for example, select a page or drag a page to another page in the navigation view to make it that page's child or parent. The panorama pane is available in the navigation view and links view.

Scratch pane This pane shows two kinds of files that are stored in the site's web-content folder and listed in the Files tab of the site window: HTML pages that aren't part of the site's navigation hierarchy, and media files that aren't referenced on any HTML page listed in the Files tab. The scratch pane is available only in the navigation view.

You can drag HTML pages from the navigation view's scratch pane to its main pane. You use a navigation view's scratch pane as you would its main pane, dragging a page to a target page in the main pane and positioning it so that it becomes the parent, child, or sibling of the target page. Similarly, you can build up partial trees in the scratch pane and drag them to target pages. (See "Adding empty pages and pending links to a hierarchy" on page 119 and "Rearranging the parts of a hierarchy" on page 121.)

Reference pane This pane shows media objects embedded in one or more pages that are selected in the main or panorama pane. By selecting different pages in the main pane, you can easily browse the embedded objects. The reference pane doesn't show media files linked to the HTML page—for example, a large image file linked to a thumbnail version of the same image embedded in a page. The reference pane is available in the navigation view and links view.

In practice, you would probably open only one or two panes at a time, depending on your immediate need.



The peripheral panes in a navigation view in wide orientation
A. Panorama pane **B.** Reference pane
C. Main pane D. Scratch pane

The navigation view shown has a wide orientation. If a navigation view's orientation is tall, the panorama pane is on the left, the scratch pane is on the right, and the reference pane is at the top. (See "Changing the orientation of a view" on page 109.)

Showing and resizing peripheral panes

You can show or hide the peripheral panes and change their size relative to the size of the main pane. After you show and resize a peripheral pane, that pane, in its current size, becomes part of the default view until you hide the pane.

To show or hide a peripheral pane:

1 Do one of the following:

- To show or hide a peripheral pane in the navigation view, display the navigation view.
- To show or hide a peripheral pane in the links view, display the links view.

2 To show or hide a peripheral pane, do one of the following:

- Choose the peripheral pane from the Navigation or Links window menu. Panes showing are checked on the menu. Choose a checked pane to hide the pane.
- In the Navigation tab of the View palette, select Panorama, Scratch, or Reference to show a pane. Deselect the Show Pane options to hide panes.
- In the Links tab of the View palette, select Panorama, or Reference. Deselect the Show Pane options to hide panes.

To resize a peripheral pane:

1 Show the pane you want to resize.

2 Drag the inside border of the pane toward or away from the main pane.

You can simplify site building by using the scratch pane for building site modules (partial trees) and the main pane for assembling them.

Scrolling the view in the main pane

You can use a miniature view of an entire site to help you scroll the view of the site shown in the main pane and focus on a particular subtree. You can use the panorama pane or Site Navigator palette to scroll the main pane to distant parts of the site. For small movements, you may find the scroll bars in the main pane adequate.

Both the panorama pane and Site Navigator palette show a miniature version of the complete site with a red view box representing the portion of the site currently shown in the main pane, and both let you scroll the main pane's view by dragging the box. If you resize the main pane or change the magnification percentage to zoom in or out, the size of the red box changes accordingly in the miniature view.

There is one key difference between the Site Navigator palette and the panorama pane. Although the Site Navigator palette is a picture of the site, the panorama pane is an actual view, so you can work with objects in the panorama pane even if they aren't visible in the main pane. For example, you can drag a page in the panorama pane that is outside the main pane into a location in the main pane.

To scroll the view in the main pane to another part of the site:

1 Do one of the following:

- Show the panorama pane.
- Choose Window > Site Navigator.

2 Do one of the following:

- In the panorama pane or Site Navigator palette, drag the red view box to another part of the site. The view in the main pane scrolls with the box.
- Select a file entirely outside the view box—that is, one that doesn't also appear inside the box. The view in the main pane scrolls to show the file.
- Hold the spacebar and drag the view.

Magnifying and reducing the view

You can choose from a menu of magnification percentages or click to zoom in on a particular area. In either case, you work separately on the main, scratch, or reference panes. You can also use a slider in the Site Navigator palette for precise magnification of the view in the main pane.

To magnify or reduce the view in the main pane with a Zoom menu:

Click the Zoom button

at the bottom left corner of the main pane, and then choose a magnification level from the pop-up menu.

To zoom in on a particular area:

1 Hold down Shift (Windows) or Option (Mac OS). If the pointer is in a pane you have not already zoomed in on, it changes to the Zoom-in tool. Otherwise it changes to the Zoom-out tool.

2 Do one of the following in the main, scratch, or reference pane:

- Move the pointer to the area and click. The magnification changes to 200% when you do this the first time. It changes to 100% when you do it again in the same pane.
- Draw a rectangle defining the area and release. The area enlarges to fill the pane. You can do this repeatedly until the magnification reaches 500%.

You can use the Site Navigator palette both for focusing the view on a particular area and for magnifying it. This has the same effect as zooming it.

To magnify or reduce the view in the main pane with the Site Navigator palette:

1 Choose Window > Site Navigator.

2 Do one of the following:

- Click the Zoom In button or the Zoom Out button.
- Drag the zoom slider.
- Enter the percentage of magnification or reduction you want in the text box at the bottom left corner of the Site Navigator palette.

Centering views and displaying partial trees

The Move to Center command limits a links view to a page and its incoming and outgoing links. The Display Partial Tree command limits a navigation view to a partial tree—that is, one or more selected pages and the logical descendents (children, grandchildren, and so on).

The most basic way to limit a view is by expanding and collapsing it. (See "Expanding and collapsing views" on page 108.) You also can limit a view by using the View palette to vary and filter it. (See "Varying the view of links" on page 116 and "Filtering the contents of the view" on page 118.)

To limit the view to a page and its incoming and outgoing links:

1 Select a page in the main pane of the links view.

2 Choose Move to Center from the context menu. The view is reduced to the file you selected and its incoming and outgoing links.

3 If you want to center the view on another file, select the file and press the Escape key, or choose Move to Center from the context menu again.

To display only partial trees:

1 Select one or more pages in the main pane of a navigation view.

2 Choose Display Partial Tree from the context menu. The view is reduced to the page(s) you selected and their logical descendents (subtrees).

3 To view the complete tree, press the Escape key or choose Display Partial Tree from the context menu again.

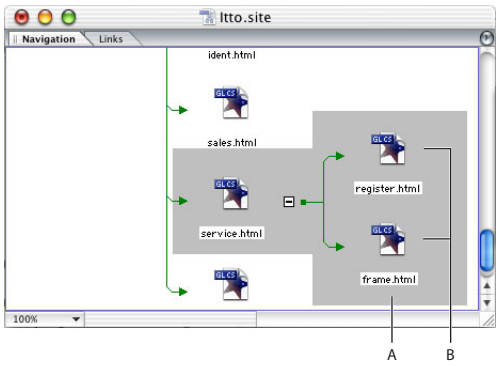
Creating and using collections in navigation or links view

A *collection* is a custom set of one or more files that you select. After creating a collection, you can perform various file-management tasks on the files in the collection, such as deleting or duplicating. Because you can select all of the files by selecting the collection name, you can perform these tasks on the files quickly.

When you create a collection in navigation or links view, you identify each collection by a unique name, and you can use different spotlight colors for each collection. To display the files in a set, you can spotlight the collection in the navigation view. (See "Spotlighting page groupings and collections in navigation view" on page 115.) You can start with an empty collection and add pages to it, or start with the pages and make them a collection all at once.

Collections you create in navigation or links view are saved in the Collections tab of the site window.

Note: *You can also create a collection by saving query, find/replace, or syntax check results, or by dragging or copying files from the site window into the Collections tab of the site window. (See "Using collections" on page 319.)*



Using spotlights in a collection of pages
A. Spotlight **B**. Collection of pages

To create an empty collection in navigation or links view:

1. Choose Create Collection from the context menu in the Navigation or Links view.
2. Enter a name for the collection in the text box.
3. Make sure the Add Selection option is not selected, and then click OK.

To create a collection from a selection of pages in navigation or links view:

1. Select one or more pages in the navigation view or links view.
2. Choose Create Collection from the context menu.
3. Enter a name for the collection in the text box.
4. To add the selected pages to the collection, make sure the Add Selection option is selected.
5. To spotlight the collection, select Spotlight Collection.
6. Click OK.

To add pages to a collection or delete pages from a collection in navigation or links view:

1 Select one or more pages in the navigation view or links view.

2 Choose Toggle Collection from the context menu.

3 Do one of the following:

- To add the page(s) to a collection, choose an unchecked collection from the Toggle Collection submenu.
- To delete the page(s) from a collection, choose a checked collection.

To select the pages of a collection in navigation or links view:

1 Choose Reselect Collection from the context menu.

2 Choose the collection from the Reselect Collection submenu.

To reveal a collection page in the Collections tab of the site window:

1 Select one or more pages in the navigation view or links view.

2 Choose Reveal in Collections from the context menu.

To rename or delete a collection:

1 Select the collection in the Collections tab of the site window and do one of the following:

- To rename the collection, select it and type a new name in the Collection Inspector.
- To delete the collection, select it and choose Delete from the context menu.

To apply a command to a collection in navigation or links view:

1 Choose Reselect Collection from the context menu.

2 Choose the collection from the Reselect Collection submenu.

3 Apply the command to the selection.

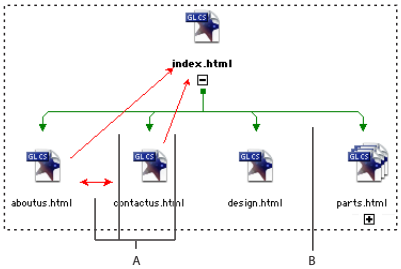
Spotlighting page groupings and collections in navigation view

Spotlighting a navigation view is a versatile alternative to centering it. Spotlighting lets you focus on specific pages without removing other pages from the view. You can also spotlight collections in navigation views, where file status information is useful.

You can spotlight these types of page groupings:

- Family spotlights a selected page, its parent page, and its children.
- Incoming spotlights any page containing the source of a link to the selected page.
- Outgoing spotlights any page containing the destination of a link from the selected page.
- Pending spotlights all pending links in the site. (See "Checking and resolving pending links" on page 122.)

- Collection spotlights all pages in the site in a selected collection of pages. (See "Creating and using collections in navigation or links view" on page 114.)



Pending links appear as arrows and their default color is red.
A. Pending links **B.** Hierarchy structure

To spotlight pages in a navigation view:

1 Expand the navigation view as necessary to show the pages you want to spotlight.

2 Select the page or pages you want to spotlight. (This step isn't necessary if you want to spotlight pending links.)

3 Do one of the following:

- Choose Spotlight Family, Spotlight Incoming, Spotlight Outgoing, or Spotlight Pending from the navigation window menu.
- In the Navigation tab of the View palette, select Family, Incoming, Outgoing, or Pending.

4 Do either of the following as necessary:

- Select another file to move the spotlight.
- Choose another spotlight command to change the type of spotlight.

To spotlight a collection in a navigation view:

1 Expand the navigation view as necessary to show the pages you want to spotlight.

2 In the Navigation tab of the View palette, choose a collection from the Collection menu. Choosing a collection automatically selects the Collection button to the left of the menu.

Varying the view of links

You can simplify a links view by showing only incoming links or only outgoing links. You can also focus the view on a single path that you are exploring by expanding links. Expanding links automatically collapses other link paths.

To vary the view of link types and link paths:

1 Display a links view.

2 In the Links tab of the View palette, select (to show), or deselect (to hide) Incoming Links and Outgoing Links.

3 Select Multiple Link Paths or Single Link Path.

Changing the display of the view

You can change display settings for the navigation or links view; for example, to show items as thumbnails. If the view shows the scratch or reference panes as well as the main pane, changes to the display settings apply only to the active pane. Changes you make for the main pane also apply to the panorama pane.

With site views, you can change from the default graphical view to outline view. Outline view is a hierarchical display of folders, subfolders, and files like the one in the Files tab in the site window. Outlines show more detailed and compact representations of the files in the main pane.

To change the display for a site view:

1 Display the navigation view or links view.

2 Click the pane you want to change (main, scratch, or reference).

3 Click the Display tab in the View palette.

4 Do any of the following:

- To show the site view graphically or in outline, select Graphical or Outline. If you select outline, you can show and hide columns in the outline by selecting the columns from the Show Columns menu. If you select Outline for the main pane, the panorama pane closes.
- To specify how you want to show items in the view, select Icons, Thumbnails, Frames, or Ovals. Ovals are oval-shaped only if the Frame Size is set to Wide. Otherwise they are circles.
- To specify how you want to show item labels, select File Name or Page Titles.
- To change the distance between items in a pane, enter a width and height for Cell Size.
- To change the size of each item in a pane, select a frame size.
- To change the color of items in a pane, click the Item color field and select a color from the Color palette. Or, click the lower right corner of the Item color field and choose a color from the list of swatches that appear. The color you choose is used for the frames of items, and a lighter tint of it is used for the fill. The color doesn't apply if you show items as icons.

Viewing and updating thumbnails

When you edit and save an HTML or XHTML file, its thumbnail is stored in the site project file. You can view the thumbnail in the Content tab of the File Inspector. You can also display pages and files as thumbnails in a navigation view or links view.

Alternatively, you can generate thumbnails for all the pages in a site at once. Updating content thumbnails in this way is useful when you import a developed site and want thumbnails for all its pages available in the navigation view of the site before you edit any one of them.

To update thumbnails in a view:

1 Display a view with pages you want to show as thumbnails, either a navigation view or links view.

2 Make sure that items in the view are set to be shown as thumbnails. If necessary, click the Display tab in the View palette, and then select Thumbnails under Show Items As.

3 Do any of the following:

- Expand the pages in the view that you want updated.
- Collapse the pages that you don't want updated.

4 Choose Diagram > Update Thumbnails. The duration of the update process depends on the number of pages to update.

To update a thumbnail in the File Inspector:

1 Select the file in the site window that you want to update.

2 In the Content tab of the File Inspector, click the Update Thumbnail icon.

Filtering the contents of the view

Filtering a view is eliminating certain types of objects, such as media files or cyclic links. You can filter a navigation view and a links view. If the view shows peripheral panes as well as the main pane, the filter applies only to the active pane.

Filtering is particularly useful in the main pane of a links view as a way of simplifying the view of complex sites.

To filter a view:

1 Display the navigation view or links view.

2 Click the pane you want to change (main, scratch, or reference).

3 Click the Filter tab in the View palette.

4 Select any combination of items you want to show. (Unselected items are hidden.)

5 Select (to show), or deselect (to hide) any combination of items in the view.

Customizing view colors

When you change settings in the View palette for a site's navigation and links views, the changes persist the next time you display the same site. For example, when you close and reopen the site, GoLive uses the View palette settings for the panes shown in the site's navigation view. You can use this feature to customize your site views for each site.

You can also use the Site Settings dialog box to set the colors of individual parts of the site views, such as the background colors of the individual panes or the colors of items and links.

To change color settings of site views:

1 Do one of the following:

- To change colors for all new sites, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), expand Site in the left pane, and then click Diagram Colors in the left pane.
- To change colors for the active site only, click the Site Settings button on the toolbar, or choose Site > Settings. In the Site Settings dialog box, click Diagram Colors in the left pane, and then select Site Specific Settings to override the settings in the Preferences dialog box.

***Note**: If you want the colors in the Preferences dialog box to apply to an existing site, open the site and make sure Site Specific Settings is deselected in the Site Settings dialog box.*

2 Click the lower right corner of the color field for any item you want to change, and choose a color from the list of swatches that appear.

3 Click OK.

Refining your site map using graphical views

If you start with a blank site, it's a good idea to begin building the site in a navigation view. You begin by building its structure, arranging empty pages in a hierarchy of unresolved pending links starting with links from and to the home page. At a later stage of site-building when the pages have content, you can resolve these pending links by creating links that reflect them.

This structural approach is also useful for adding new groups of pages to developed sites. You simply anchor the structure of empty pages to an "away" page—a page at the site other than the home page.

Adding empty pages and pending links to a hierarchy

The generic pages you add to a navigation view are blank HTML pages. Such pages have the filename *untitled* or *untitledn*. For information on renaming them, see "Naming files and folders" on page 102.

Note: *Generic pages are blank but contain the basic HTML tags required to form an HTML page.*

Pages added are either pages with unresolved pending links or scratch pages. A *scratch page* has no pending links of any kind. You would add scratch pages to a navigation hierarchy simply to make it easier to link them to the hierarchy as a later step. (See "Rearranging the parts of a hierarchy" on page 121.)

To add a single empty page with pending links:

1 Open a navigation view of the site.

2 Select a page in the view.

3 Do one of the following:

- Click the Create Parent Item button on the toolbar or choose Diagram > New > Parent Page to insert a page between the selected page and its former parent page. The new page is the child of the former parent page and the parent of the selected page. The three pages are connected by "to child and back" links—that is, pending links from parent pages to child pages, and from child pages to parent pages.
- Click the Create Child Item button on the toolbar or choose Diagram > New > Child Page to insert a child page with "to child and back" links from the selected page.

- Click the Create Next Sibling Item button on the toolbar or choose Diagram > New > Next Page to insert a next sibling page with "to adjacent siblings" links from the selected page—that is, a pending link from the selected page to the new sibling page, and a pending link from the new sibling page to the selected page.
- Click the Create Previous Sibling Item button on the toolbar or choose Diagram > New > Previous Page to insert a previous sibling page with "to adjacent siblings" links from the selected page—that is, a pending link from the selected page to the new sibling page, and a pending link from the new sibling page to the selected page.

Note: *If the page you selected is the home page, the only choice available is the Create Child Item button or Diagram > New > Child Page.*

To add a group of child pages with pending links:

1. Open a navigation view of the site.
2. Select a page in the view.
3. Choose Diagram > New Pages.
4. In the text box, enter the number of pages to create.
5. Do any or none of the following:

- To name the pages something other than *untitledn*, enter a filename in the Filenames text box.
- To save the pages in a folder other than the same folder as the selected page, enter the folder name in the Folder text box, or click the folder icon and browse for the folder.
- To use a stationery page, select Stationery and choose the stationery page from the menu. (See "Using stationery" on page 312.)
- To use a template page, select Template and choose the template page from the menu. (See "Using page templates" on page 305.)

6. Choose from the Parent menu to create pending links as follows:

- Choose To Each Child to create pending links from the parent page to each child page being created.
- Choose To Child and Back to create bidirectional pending links between the parent page and each child page being created.
- Choose To First Child Only to create a pending link from the parent page only to the first child page being created.
- Choose None to create no pending links to the child pages being created.

7. Choose from the Sibling menu to create pending links as follows:

- Choose To Next Sibling to create previous-to-next pending links between any child pages you are creating. (A previous-to-next link is also created between the first sibling you create and the last of any of its siblings already created.)
- Choose To Adjacent Siblings to create bidirectional pending links between any child pages you are creating. (A bidirectional link is also created between the first sibling you create and the last of any of its siblings already created.)

- Choose To All Siblings to create bidirectional pending links between all child pages you are creating.
- Choose None to create no sibling pending links in either direction from any child pages you are creating.

8 Click Create. GoLive creates new pages and new unresolved pending links. You resolve a pending link between two pages by adding a link from the source page to the destination page that reflects it. (See "Checking and resolving pending links" on page 122.)

To add an empty scratch page:

Select a folder in the Files tab and choose Site > New > Page. GoLive displays scratch pages in the scratch pane of the site's navigation view. (See "Using the peripheral panes of the site views" on page 109.)

To add a pending link from one page to another:

1 In the navigation view, place the mouse pointer over the page you want to be the source page.

2 Hold down Control-Shift (Windows) or Command (Mac OS). The pointer shows the pick whip.

3 Drag to the destination page. A new pending link is created.

The source and destination page can be any two pages. They do not need to have a family relationship.

To remove a page from a navigation view:

1 Select the page. If the page you select has descendants, they will be moved to the scratch pane after you remove the selected page. (See "Using the peripheral panes of the site views" on page 109.)

2 Do one of the following:

- To move the page to the scratch pane without deleting it, choose Diagram > Move to Scratch.
- To delete the page, click the Delete Selected Item button on the toolbar, choose Edit > Delete, or press the Delete key.

Rearranging the parts of a hierarchy

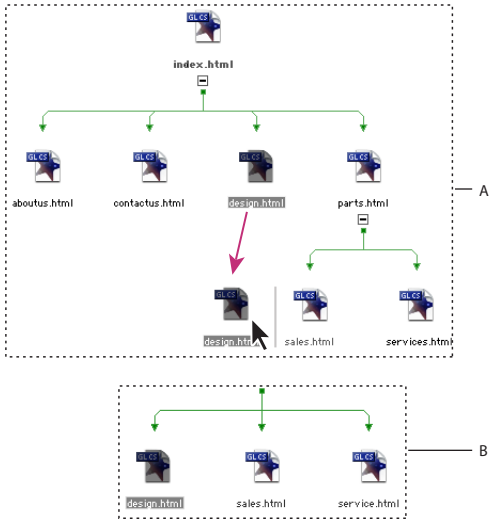
It's easy to move a page from one position in the navigation view to another. You drag the page to another page—its *target* page—and position it so that it becomes the parent, child, or sibling of the target page. If the page you're moving has children or descendants, they move with it automatically. And the page's own family position—its pending links to a parent and siblings—is updated. You can make major revisions to the structure of a site by moving a few pages.

You can also drag pages in the scratch pane to positions in the hierarchy or drag pages out of the hierarchy to the scratch pane.

To move a page and its descendents to another position in the site:

In the navigation view, drag the page to its target page as follows:

- In wide orientation, drag to the top of the target page to make the page you're dragging its parent, to the bottom to make the page its child, to the left to make it the previous sibling, and to the right to make it the next sibling. A line at the top, bottom, left, or right of the target page appears to show you where to drop the page.
- In tall orientation, drag to the left of the target page to make the page you're dragging its parent, to the right to make the page its child, to the bottom to make it the next sibling, and to the top to make it the previous sibling. A line at the left, right, bottom, or top of the target page appears to shows you where to drop the page.



Moving a page in a navigation view
A. Moving the page to a new parent **B.** The page's resulting position next to new siblings

To move a scratch page into position in the hierarchy:

1 Open the scratch pane in the navigation view. (See "Using the peripheral panes of the site views" on page 109.)

2 Drag a page from the scratch pane into the appropriate position within the main pane.

Checking and resolving pending links

If you laid out your site in a navigation view before you added content to individual pages and linked the pages, some of the pending links between pages you established may still be unresolved.

Pending links are reminders that pairs of pages, usually pages linked logically, should be actually linked. Like actual links, pending links are directional. For example, a pending parent-child link can be either parent-to-child or parent-to-and-from child. If an actual link has been created between pages to complete a pending link between them, the pending link is *resolved*. *Unresolved* pending links have no actual link equivalent. In navigation views, any pages that are the destinations of unresolved pending links for a page selected in the main pane appear in the Pending Links palette.

You should check for unresolved links and resolve them as necessary.

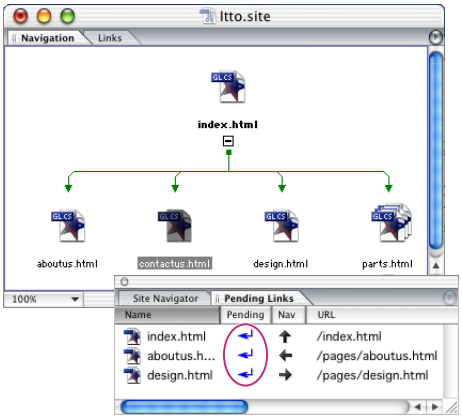
To check for unresolved pending links:

1 Open a navigation view of the site.

2 Choose Window > Pending Links.

3 Do one of the following:

- To check a file for pending links, select the file in the navigation view. If the file contains any pending links, an arrow pointing towards each destination file displays in the Pending column in the Pending Links palette.



Pending link arrows point toward destination files.

- To display the pending links for all files, choose Spotlight Pending from the navigation view menu to spotlight unresolved pending links with arrows. The arrows point away from the source files that have pending links; that is, the files that don't have an actual link. If there are two arrows on a line between two files, both files have a pending link.

To resolve an unresolved pending link:

1 Choose Window > Pending Links.

2 Select the page in the site window or the navigation view that is the source of the unresolved pending link. The Pending Links palette lists the destination page or pages that the source page has unresolved pending links to. A pending link is indicated by an arrow in the Pending column pointing towards the destination file.

3 Open the source page in the Layout Editor.

4 Do one of the following:

- Drag a destination page from the Pending Links palette to the source page in the Layout Editor. GoLive creates a link at the insertion point to the destination page.
- Create a link in the source page to a destination page listed in the Pending Links palette. (See "Linking files" on page 61.)

After you create the link, GoLive removes the arrow in the Pending Links palette that points towards the destination file.

Solving a hierarchy

When you import a site, GoLive automatically analyzes the links in pages and examines the structure of folders to create a hierarchical structure for the site. This process is called solving a hierarchy. The initial structure is based on both the pattern of links present on site pages and the hierarchy of the web-content folder's subfolders. The structure also contains pending links as well as actual links; that is, it contains a record of every parent-child or sibling-sibling relationship possible given the actual hierarchy.

You should solve a hierarchy if you have made changes in your site outside GoLive, or if you want to base the site's navigational structure on different principles. For example, if the hierarchy of the web-content folder's subfolders has nothing to do with the site's navigational logic, you might want to base the structure entirely on links.

To solve the hierarchy of a site:

1 Open a navigation view of the site.

2 Choose Diagram > Solve Hierarchy.

3 Select options as necessary:

- Links extrapolates the hierarchy from the pattern of links in the site's pages.
- Folder Hierarchy bases the hierarchy on the hierarchy of the web-content folder's subfolders.

Use Folder Hierarchy if you designed the actual folder hierarchy to reflect the hierarchy of the site's pages.

4 Click OK.

Editing links and URLs sitewide

A site can contain many links to a Web page and many URLs that reference media files, external URLs, or e-mail addresses. If you need to change the destination file referenced in all of these links or URLs, you can change them all at once without opening the pages they appear on. For example, you might need to change all URLs to a repeated background image.

Sitewide link editing can't be undone, so use the feature carefully. For example, don't replace a referenced image without making sure that the new image has exactly the same size and width-to-height proportions as the one you want to replace.

Using the In & Out Links palette to view links

The In & Out Links palette is a powerful link management tool that graphically shows you the links or file references to or from a selected file or item in the site window. It is especially useful for troubleshooting link errors listed in the Errors tab of the site window, and showing all of the pages linked to a missing file. You can also create a site map by printing the contents of the In & Out Links palette.

You can use the In & Out Links palette with any file or non-file item in the web-content folder—that is, with any file or item listed in the Files, External, Colors, Font Sets, Extras, Collections, or Errors tabs in the site window. For example, you can use the In & Out Links palette to show the files that use a color listed in the Colors tab, or use a font set listed in the Font Sets tab. You can also use the In & Out Links palette with a file in the navigation and links views, or with a diagram in the Design tab in the diagram window.

You can use the Renditions tab of the In & Out Links palette to view implied (not actual) links between files. For example, the Renditions tab displays the implied link between a Smart Object source file and its target file, or between a file and its duplicate (created by choosing Edit > Duplicate).

To use the In & Out Links palette to view links and file references:

1 Click the Open In & Out Links Palette button on the toolbar and click the Links tab.

2 Do one of the following:

- Select the file or non-file item in the site window.
- Select the file in the navigation or links views, or a diagram in the Design tab in the diagram window.
- Open the file in a document window.

Incoming links to the file appear on the left side of the In & Out Links palette, and outgoing links or file references from the file appear on the right. For non-file items, the files that reference or use the selected item appear on the left.

To limit the types of links appearing in the In & Out Links palette:

1 Choose Palette Options from the In & Out Links palette menu.

2 Select the items you want to show. (Unselected items are hidden.)

3 Click OK.

To view implied links in the In & Out Links palette:

1 Click the Open In & Out Links Palette button on the toolbar and click the Renditions tab.

2 Do one of the following:

- Select the file or non-file item in the site window.
- Select the file in the navigation or links views, or a diagram in the Design tab in the diagram window.
- Open the file in a document window.

The In & Out Links palette displays implied links to or from the file.

Changing the destination item of links and URLs sitewide

Use the In & Out Links palette or the Change References dialog box to change the destination item of links and URLs sitewide.

To change all links or URLs to a destination item:

1 Display the tab (Files, External, or Extras) in the site window where the destination item you want to replace is listed—for example, a repeated background image.

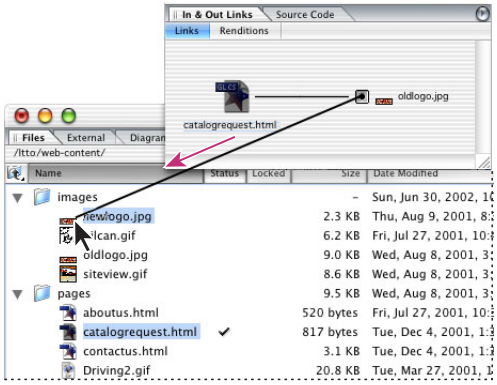
2 Select the item.

3 Do one of the following:

- If the new destination item you want to use as a replacement is visible in the site window, click the Open In & Out Links Palette button on the toolbar.
- If the new destination item you want to use as a replacement is not visible in the site window, choose Site > Change References.

4 Do one of the following:

- If the replacement item is visible in the site window, drag from the pick whip in the Links tab of the In & Out Links palette for the old item to the replacement item in the site window.



Change all references to oldlogo.jpg by dragging from the pick whip for the incoming link to newlogo.jpg in the site window.

- If the replacement item is not visible on the site window, enter the URL for the replacement item in the lower text box (or browse to the item) in the Change References dialog box. Then click OK.

5 In the Change Reference dialog box, select the files that contain the links or URLs you want to change (all files are selected by default), and then click OK.

Fixing site errors

If you consistently use GoLive to manage your site, site errors will rarely occur. GoLive keeps your site intact by tracking when you move, rename, or delete files in the site window and immediately prompts you to update all links and file references. Most site errors are a result of using the Explorer (Windows) or Finder (Mac OS) instead of GoLive to move, rename, or delete files. After you refresh the site window, GoLive lists these files as missing or orphan files, and all links to the files become site errors. GoLive uses the Errors and External tabs in the site window and the In & Out Links palette to list and track link errors.

If a file in the site's web-content folder contains an error or possible error, the Status column of the Files tab in the site window shows one of the error icons rather than the checkmark icon ✔. The error icon also appears next to the file in navigation views and links views. The possible error icons are as follows:

- The Bug icon indicates broken links in a Web page file.
- The Alert icon ⚠ indicates a Smart Object warning or other warning.
- The Empty Page icon indicates an empty page.
- The Stop icon indicates a missing file.
- A question mark ? indicates a file that GoLive cannot open.

An error icon in the Status column for a folder indicates one or more files with that error in the folder.

***Important**: Before checking the site for errors, be sure to refresh the site window to display the latest status information. (See "Refreshing the site window" on page 98.)*

To fix a broken link on a page listed with a Bug icon:

1 Make sure the Inspector is displayed.

2 Double-click the page with the broken link in the Files tab of the site window.

3 To show link warnings in the page, do one of the following:

- Click the Link Warnings button on the toolbar or in the Highlight palette.
- Choose View > Link Warnings.

4 If necessary, do either of the following to get information that may help you find the broken link:

- Locate missing objects on the page (objects with a red border)—for example, an image placeholder where an image should be.
- Look for link warnings—that is, objects or text with a red border.

5 Select the object or text on the page that contains the broken link.

6 Inspect the link in the URL text box in the Inspector, and then reestablish the link. (See "Linking files" on page 61.)

Checking the site for missing or orphan files

A file referenced on a page can be missing or orphaned. The Missing File icon indicates that GoLive can't find a file, possibly because you used the Explorer (Windows) or Finder (Mac OS) instead of GoLive to move, rename, or delete it. The Orphan File icon (Windows) or (Mac OS) indicates that GoLive can find a file locally, but it is stored outside the web-content folder.

The Errors tab in the site window lists missing and orphan files that are referenced in files that will be uploaded to a server. For example, an image file stored outside the web-content folder is listed in the Errors tab as an orphan file if it is referenced in a page listed in the Files tab in the site window. The same image file is not listed in the Errors tab if it is referenced in a template because templates are not uploaded to the server. All files in the Extras tab (such as templates and stationery) are not uploaded to the server.

To find and relink a missing file:

1 Refresh the site window to display the latest status information.

2 Select the file in the Missing Files list in the Errors tab in the site window.

3 Do any of the following to get information that may help you find and relink the file:

- To check if the file has a new name, look for the file in the Files tab and, if necessary, change the link to refer to the new name.
- To use the In & Out Links palette to show the pages that are linked to the file, click the Open In & Out Links Palette button on the toolbar. Then use the pick whip in the Links tab of the In & Out Links palette to fix the link. (See "Editing links and URLs sitewide" on page 124.)
- To use the Inspector to check and fix the URL of the file, open the Inspector and choose Edit from the menu to the right of the URL text box. In the Edit URL dialog box, edit the URL in the Path text box, and then click OK. Select the files you want to update with the new URL, and then click OK.
- To find the file, use the Find Site Assets window. (See "Finding files" on page 128.)
- To restore a file that has been deleted, drag the file from the Site Trash in the Extras tab in the site window to its original location in the Files tab in the site window.

When you clean up a site, you can specify that GoLive copy all orphan files to the web-content folder and delete the entry for the file from the Orphan list in the Errors tab. (See "Cleaning up a site" on page 100.)

Checking external URLs and e-mail addresses in the site

An external URL references a page outside your file system—that is, a page with an address that begins with http://, ftp://, and so on, and must include a colon. For example, http://www.adobe.com. When specifying an e-mail address, be sure to include an @ in the address.

You can check the validity of external URLs listed in the External tab in the site window. For information on adding external URLs and e-mail addresses to a site, see "Using site URLs and e-mail addresses" on page 317.

To check the validity of external URLs in a site:

1 Be sure you have online access to the Internet.

2 Open the site.

3 Click the External tab.

4 Choose Site > Get References Used to update the site.

5 Choose Site > Check External Links. The Status column in the External tab shows the Bug icon for any invalid external links.

Finding files

You can find individual files or objects (such as colors and e-mail addresses) throughout your site. This is particularly useful if you have a huge site with dozens or even hundreds of pages. Instead of scrolling through long file lists in the site window, you can enter a full or partial filename or URL.

To find files within a site:

1 Open a site project file, or bring an open site window to the front.

2 Click the tab that lists the type of item you want to find. That is, if you want to find a color, click the Colors tab.

3 Click the Find Site Assets button in the toolbar.

4 In the Find Site Assets dialog box, choose search options from the pop-up menus next to Find Item Whose.

Note: *Choose Hex value to search for a color by its hexadecimal value.*

5 In the text box, enter the full or partial name, URL, or hexadecimal value of the file or object you are searching for.

6 Choose an option from the Search In menu. For example, choose Colors to search for a color by name or hexadecimal value.

7 Click Find All. GoLive displays the first item found in the active tab in the site window. (Click Instant Find to have GoLive start a search automatically.)

8 To reveal a file in the site, select it in the Matches section of the Find Site Assets dialog box and click Reveal in Site.

To quickly search again for an item you previously entered in the text box, select the item from the pop-up menu next to the text box.

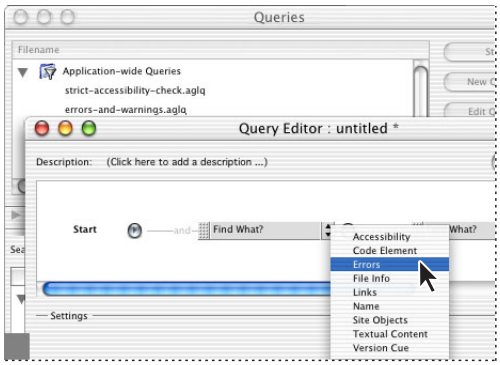
Generating queries

The Queries window lets you search for files using a wide range of criteria. You can search in open sites and collections, in a user-defined list of files, or in a result list; and you can view the results in the Query Results window. You can define nested queries to perform complex searches, or use GoLive's predefined queries for simple searches. Use the Query Editor to edit predefined queries or create new queries. Save queries to use with application-wide searches, or save site-specific queries in the Queries folder of the Extras tab. You can also save query results as collections in the Collections tab.

Defining queries

Define a query or edit existing queries in the Query Editor. Once you've defined the query, you can test it before actually running it on a site or group of files.

Queries you create and save are listed in the Filename section of the Queries window, and are stored in the Queries folder in the Extras tab of the site window.



Structuring a query in the Query Editor.

To define a query:

1 Choose Edit > Run Query.

Note: *To create an application-wide query, don't open a site before opening the Query Editor.*

2 Click the New Query button.

3 If desired, type a description of the query in the Description field in the Query Editor.

4 Choose an option from the Find What menu (see "Query options" on page 131), and then set options in the Settings pane.

5 To add more criteria to the query, click the arrow to the right of the Find What menu and choose an add, or, or not item:

- Choose And to specify that all criteria must be satisfied. For example, if you select this option and define a query to show files that were created over two weeks ago and contain external links, the query shows only those files created over two weeks ago that contain external links.
- Choose Or to specify that any, but not all, of the criteria must be satisfied. For example, if you select this option and define a query to show files that were created over two weeks ago or contain external links, the query shows the files created over two weeks ago with or without external links, and the files that contain external links regardless of when they were created.
- Choose Not to specify that the first set of criteria must be satisfied but the second set of criteria must not be satisfied. For example, if you select this option and define a query to show files that were created over two weeks ago and do not contain external links, the query shows only those files created over two weeks ago that do not contain external links.

6 Continue to define query criteria using the Find What menus and add, or, or not items. You can drag and drop query criteria above, beneath, or next to other query criteria (as you drag, black bars appear next to the existing criteria, indicating the location of the new criteria).

7 Delete criteria by choosing Delete from the menu to the right of the Find What menu.

8 To test the query, click Test Query.

9 Close the Query Editor to save the query. Enter a name for the query in the Save Query File dialog box (the .aglq extension is provided automatically), and then click Save.

To edit an existing query:

1 Choose Edit > Run Query.

2 Select the query you want to edit and click Edit Query.

3 Make changes to the query as detailed in "Defining queries" on page 129.

4 Close the Query Editor and click Yes when prompted to save changes.

Query options

When defining a query, you can choose from any of the following options in the Find What menu:

Accessibility Shows pages that conform to a number of guidelines for making Web content accessible to people with disabilities and persons using alternative browsing technologies. Although these guidelines don't offer a complete solution, they can help determine whether your Web site is accessible.

Errors Shows pages with missing image attributes, problem titles, and HTML error and warning flags.

File Info Shows files by type, byte size, download time, modification date, creation date, mime type, and publish state. For HTML files, the Download Takes option in the Download Time tab considers everything that makes up the page (such as images or QuickTime movies) when computing download time.

Name Shows pages or URLs that are, begin with, end with, or contain a text string you specify, or that match a regular expression you specify.

Textual Content Shows pages that match text in Layout Mode or encoded or unencoded text in Source Mode.

Links Shows pages with external links, links to files with a certain extension, and links of one or more protocols (for example, ftp: or mailto:). Links also show you pages that are a certain number of clicks away from a given page.

Code Element Shows pages with HTML elements and attributes (or a combination of these) you specify.

Site Objects Shows pages in a site that use certain components, addresses, fonts, font sets, site colors, and labels. The items that appear in the Site Objects settings are the same items that appear in the site window. If you added or removed items from pages, update the items in the site window and in the Site Objects settings by cleaning up the site. See "Cleaning up a site" on page 100.

Version Cue Shows files that are checked out of a Version Cue project site by you or by another user. For more information about Version Cue projects, see "Working with Adobe Version Cue managed projects" on page 45.

Running queries

Once you've defined a query, you can view the results in the Results window, and then run another query on the result set generated from the first query. You can also save query results as a collection and store it in the Collections tab of the site window (see "Using collections" on page 319).

To run a query:

1 Choose Edit > Run Query.

2 Do one of the following:

- Define a new site query. (See "Defining queries" on page 129.)
- Select an existing query.

3 Choose one of the following options from the Search In list at the bottom of the Queries window:

- Sites and Collections list all currently open sites. You can remove site folders or collections from the scope of the query by deselecting them.
- Files let you specify files on which to run the query. You can drag files into the file list from the site window, or click the Add Files button to add files to the list.
- Result list lets you run the query on a previous set of query results (you can only use this option after having run a query).

4 Click Start.

GoLive displays the query results in the Results window. The query tree pane of the Results window displays the query, and the text area at the bottom of the Results window shows files that satisfied the query criteria.

Note: *Move the pointer over a query criteria in the query tree pane to see a list of files that met that criteria.*

5 Do one of the following:

- To save the query results as a collection with the currently open site, click Save Collection. Enter a name for the collection in the Create a New Collection dialog box, and then click OK.
- To search within the query results, click Use Result. GoLive opens the Query window with the original query results in the Search In section. You can now run another query on the result set.

Providing file status information

As you build and update a Web site, it might be useful to provide status information so you or a person reviewing the site can determine the state of a particular file or folder. You can provide status information about an individual file or folder by assigning it a publish state or a status label in the File Inspector. The publish state lets you specify whether you want to publish a file or folder on a Web server or not. A status label can provide one of several descriptions for a file, such as "Essential."

You can also provide status information about a group of files by creating a collection with a significant name such as "Reviewed." (See "Using collections" on page 319.)

Assigning publish states to files and folders

You can assign three different publish states to files or folders in a site—"publish never," "publish always," and "publish if referenced." You can then use the Honor Publish State option in the Site Upload/Export preferences or site-specific settings to use the publish state to determine which files or folders in a site to upload to a Web server. (See "Setting upload options" on page 331.)

To assign a publish state to a file or folder:

1 Do one of the following:

- Select the file or folder in either the Files or Extras tab in the site window.
- Select the file in the navigation or links view.

2 In the File tab of the Inspector, choose a publish state for the file or folder from the Publish menu.

Assigning status labels

GoLive comes with the default color-coded file status labels red, blue, orange, green, yellow, purple, and gray. Color-coded files appear in navigation view and links view when the display of the views is set to thumbnails, frames, or ovals. (See "Changing the display of the view" on page 117.) You can assign any one status to any file, and add new labels to assign to files.

Note: *GoLive also uses the term "status" to indicate the state of links and references at a site—for example, in the Status column of the Files tab in the site window. (See "Fixing site errors" on page 126.)*

Laying Out Pages

About page layout

The Layout Editor in the document window provides the canvas on which you drag files or objects (usually from the site window) onto your page. Tables, layers, and special GoLive layout grids and text boxes provide the containers for holding and positioning text, images, animations and movies.

Table-based designs Tables are used often for page layouts because most Web browsers can display HTML tables. GoLive provides two ways to create table-based designs for your page layouts, using a standard HTML table or the GoLive *layout grid*. GoLive layout grids are a special type of HTML table that lets you freely position objects anywhere on the page. (See "Using the layout grid" on page 138).

GoLive provides table-design tools for using standard HTML tables. Images, text, and other objects can be positioned on the page by placing them in table cells, other cells can be left blank, and table borders can be hidden. (See "About GoLive table features" on page 165.)

Layer-based layouts Like objects on a layout grid, objects in layers (also called floating boxes) can be freely positioned anywhere on the page. Layers also have the added advantage of being able to overlap other layers so you can create layered effects. Using layers together with a layout grid can let you create a table-based design with dynamic or interactive behavior on the page, such as triggering text to disappear and then reappear when the mouse pointer is over an image link. (See "Laying out pages with layers" on page 144.)

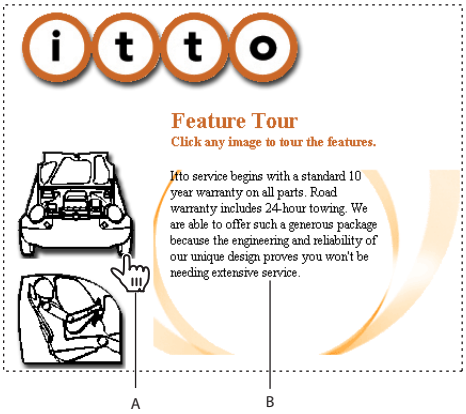


Image links are attached to show or hide actions for stacked layers. Holding the pointer over an image **(A)** makes text in layer appear **(B)**.

Photoshop and Illustrator based designs Many Web design firms and professionals create graphically rich portions of their Web page layouts in Adobe Photoshop or Adobe Illustrator, and then bring the designs into their Web pages. When you design a page layout in Photoshop or Illustrator, you can slice it into a table of individual images and GoLive will automatically put the slices into a custom HTML table in your page. When you save the image for the Web, you can reformat the HTML and JavaScript code so that any rollovers are fully editable in GoLive.

You can use any of these methods to add your Photoshop or Illustrator designs to your Web pages in GoLive:

- Generating HTML files from Photoshop or Illustrator that you can open directly in GoLive.
- Dragging a Photoshop or Illustrator image file from the site window into the page automatically creates a Smart Object link between Photoshop or Illustrator and GoLive. If the image is sliced, GoLive places the slices into a new table and saves each slice as a separate Web image. You can continue to update the design in Photoshop or Illustrator and GoLive automatically optimizes the sliced images for the Web. (See "Adding sliced Photoshop images" on page 277 and "Adding sliced Illustrator SVG images" on page 280.)

Note: *GoLive only recognizes slices in an Illustrator image saved as SVG.*

- If you want to preserve multiple layers of a Photoshop design, you can import the layers of the image as individual Web images in GoLive layers. Because the Web images are displayed in GoLive layers, you can completely reposition them, overlap them, and apply other actions to them such as the Show Hide action. (See "Hiding and showing layers" on page 150 and "Adding layered Photoshop images" on page 278.)
- You can use your Photoshop-based design as a tracing image and save individual cutouts as Web images in GoLive layers. If you want, you can create a duplicate page that places the tracings in a table-based design by converting the layers to a layout grid. (See "Converting layers into layout grids" on page 149 and "Building a Web page using tracing images" on page 246).

Frame sets Another type of page layout design can be based on frame sets. You use the Frame Editor to create a frame set and lay out frames that display individual Web pages. (See "Working with frames" on page 154.)

CSS-based designs You can base page layouts on cascading style sheets that give your pages a consistent presence and enable you to update the site's styles with a single file. Use the CSS Editor to create style sheets and link them to pages in your site. (See "About the GoLive CSS workflow" on page 213.)

Site assets for speeding page design Site assets, such as components and page templates, let you update common elements across your site and share your design work with others while restricting their access to specific areas in the layout. Stationery can be useful for setting up starting conditions in new pages and saving them with the site. (See "About site assets" on page 304.)

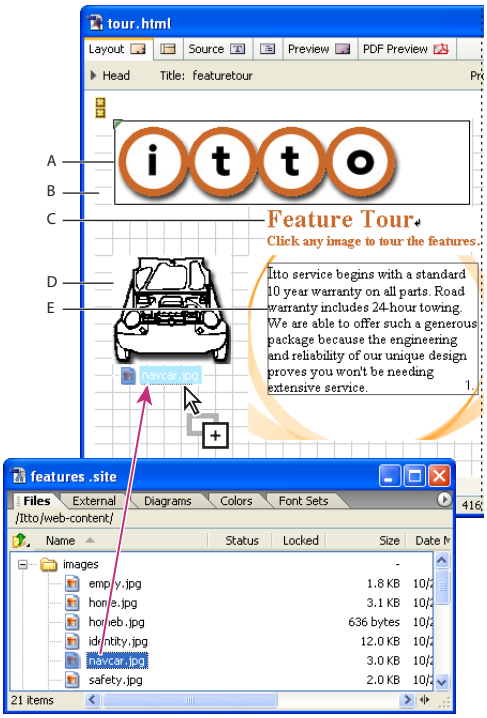
Page layout workflow

Before you lay out the content on your pages, set up your site first—having all your media and resource files already organized in the site makes it easy to reference them on the page and GoLive site management tools ensure that all the reference links and Java Script-based actions are kept up to date as you work. Because you work with an active site window, GoLive is able to manage and properly generate your links as necessary. (See "Creating a site" on page 46.)

You can also set up your pages with common elements like page titles, margins, and page backgrounds before you lay out the content. (See "Setting up pages" on page 53.)

You use the Objects palette to add objects to the page, like the layout grid, layout text boxes for holding text on the grid, and Smart Objects for linking to image files and their source applications. The Layout Grid Inspector lets you add a background color or image to the grid, and change the grid line spacing and the way that objects snap to the grid lines.

You use the site window to drag images, HTML files, and custom site assets onto the layout. Dragging objects from the site window saves you time because it automatically sets up the reference links between the objects and their source files.



Drag to add images and other files or site assets to the page layout.
A. Component in a layout text box **B.** Layout grid
C. Text in a layout text box **D.** Image linked to its source file
E. Text in a layer

To add content to a Web page:

1 Choose the type of container you want to hold the content, such as a layout grid, a layer, or a table, and drag its icon from the Objects palette into the Layout Editor.

To simplify page layout, place a layout grid on the entire page.

2 Add content to the container using any of the following methods:

- Drag placeholder icons (such as an image placeholder or a Smart Object) from the Objects palette into the container and then link them to their reference files (such as an image file) in the site window.
- Drag files directly from the site window into the container. Dragging image files to the container bypasses the step for linking the placeholder to the reference file. Dragging Photoshop or Illustrator files bypasses the step for linking a Smart Object placeholder to the reference file. (See "About adding content from Adobe applications" on page 261 and "Working with Smart Objects" on page 262.)

- Drag HTML files, URLs, or e-mail addresses from the site window to create a hypertext link with the name of the file used as the link's label. Selecting text in the container before you drag the file from the site window creates a link without changing the text label. (See "Linking files" on page 61.)
- Drag site assets, such as a component containing a navigational bar, from the Objects palette into the container. (See "About site assets" on page 304.)

Using the layout grid

GoLive layout grids take the pain out of creating table-based designs for your Web pages. Instead of setting up table cells, you can add a single layout grid to the page and drag layout text boxes and other objects anywhere on the grid. As you add content and reposition it, GoLive adjusts the properties of the layout grid. Layout grids let you position multiple objects on your page with 1-pixel accuracy.

You can add tables to the layout grid, for example when you want to add a chart with multiple columns and rows to the layout. (See "Creating tables" on page 165.)

Layout grids and objects on the grid remain fixed in the browser window and don't resize when the window is resized. If you want your page or individual objects to automatically resize when the browser window resizes, you can convert the layout grid to a standard HTML table after you've positioned all the objects on your page and are ready to publish the page. (See "Converting a layout grid to a table" on page 143.) Then you can make the fixed sizes of the table cells browser-resizeable using the Table Inspector. (See "Resizing columns, rows, and tables" on page 171.)

When you convert a layout grid to a table, GoLive strips out the GoLive code and keeps the standard HTML table format. You can also strip out the custom source code when you export or upload the Web page to the server. (See "Exporting a site" on page 334.)

Adding a layout grid to the page

To simplify the task of laying out, grouping, and aligning multiple objects on your page, add a layout grid and make it the same size as the window. After you've added the objects to the grid, you can optimize the grid's size to fit around the objects using the Layout Grid Inspector. For more advanced layouts, you can add multiple layout grids to a page, for example, to lay out objects in a header area and a footer area. However, you should not place a layout grid on top of another layout grid. When the layout is complete, you can convert the grid to a standard HTML table if you want. (See "Converting a layout grid to a table" on page 143.)

If you want the layout grid to cover the entire page without any margins in the browser window, use the Page Inspector to set the page margins to zero—the layout grid moves to the upper left corner of the window. (See "Specifying page margins" on page 54.)

If you know that you'll always want the page margins to be zero, you can create a page with just this defined and set a preference to use the page whenever GoLive creates a new page. (See "Setting preferences for opening pages" on page 42.)

All objects placed on the layout grid are considered part of the grid object. This comes in handy if you create a nice layout grid design and wish to reuse it. You can save the design as a component, page template, stationery, or library object and store it for later use. (See "About site assets" on page 304.)

To add a layout grid:

Drag the Layout Grid icon from the Basic set in the Objects palette to the page, or double-click the icon to place it at the insertion point.

To resize the layout grid:

Do one of the following:

- Select the grid and drag one of the three resize handles on the right side, bottom, and lower right corner of the grid. The new width and height appears in the Layout Grid Inspector.
- In the Layout Grid Inspector, enter the desired measurements for Width and Height.
- If the layout grid has a background image, select Use Image Size in the Layout Grid Inspector to adjust the size of the grid to the image size.
- If you have finished laying out objects on the grid, click Optimize in the Layout Grid Inspector to automatically reduce the size of the grid to its minimum size (to fit around the outer borders of all the objects and no more than that). You can Shift-click the Optimize button to reduce the width only and Alt-click (Windows) or Option-click (Mac OS) the Optimize button to reduce the height only.

To minimize horizontal page scrolling in a Web browser, make sure that the final width of the layout grid is no larger than 580 pixels, the width of a standard 14-inch monitor.

To customize the layout behavior of the grid:

Do any of the following in the Layout Grid Inspector:

- To position objects freely on the grid with 1-pixel accuracy, deselect Snap for Horizontal and Snap for Vertical, and press the arrow keys to move the objects pixel by pixel.
- To make objects move in increments equivalent to the spacing between the grid lines, select Snap for Horizontal and Snap for Vertical, and press the arrow keys.
- To change the spacing between the grid lines, enter a size in pixels in the Horizontal or Vertical text box.
- To hide the grid lines, deselect Visible for Horizontal and Visible for Vertical.
- To set the position of the grid in relation to the document window, choose an alignment from the Align menu in the Layout Grid Inspector. Choose Default to align the grid with the upper left corner of the page. Choose Left or Right to wrap other text and objects around the grid.

Adding content to the layout grid

Using a layout grid, you can add text, images, and other objects anywhere you want on the page. You add text to a layout grid using layout text boxes. Layout text boxes can also contain images and other objects that you want to align within the text or wrap text around. (See "Aligning images or objects within text" on page 190.)

You can store frequently used text and objects in the Library palette or in the site window for a specific site. (See "Using snippets" on page 313.)

While dragging layers, layout grid text boxes, and image map areas, you can show visual smart guides in the layout window by choosing View > Smart Guides before you drag.

To add text to the layout grid:

Drag a Layout Text Box icon from Basic set in the Objects palette onto the layout grid and type or paste text into it. (See "Adding text to Web pages" on page 186.)

To add a background color or image to a layout text box:

1. Select the layout text box.
2. In the Layout Text Box Inspector, do one of the following:

- Select Color, click the color field, and choose a color from the Color or Swatches palette. Or, click the lower right corner of the color field in the Inspector and choose a color from the swatches that appear (the swatches are based on the current settings in the Swatches palette).
- Select BgImage, and then select an image file.

To add images or other objects to the layout grid:

Do one of the following:

- Drag image files or other media files from the site window onto the layout grid or a layout text box on the grid. Dragging the file from the site window automatically creates a resource link between the page and the image or media file. (See "Adding Smart Objects to the Layout Editor" on page 263, or see "Adding multimedia to a Web page" on page 251.)
- Drag object placeholder icons (such as Smart Objects or components) from the Objects palette onto the grid and link its source file in the Inspector. (See "Linking files" on page 61.)

You can also paste copies of layout text boxes, images, and other objects into a layout grid by clicking in an empty area of the layout grid to place the blinking insertion point and choosing Edit > Paste.

To add a tiled background image to a layout grid:

1. Select the layout grid.
2. In the Layout Grid Inspector, select Background Image, and then select an image file.
3. To resize the Layout Grid to the size of the image, select Use Image Size.

To add a background color to a layout grid:

Do one of the following in the Layout Grid Inspector:

- Select Background Color, click the color field, and select a color from the Color or Swatches palette.
- Click the lower right corner of the color field and select a color from the swatches that appear (the swatches are based on the current settings in the Swatches palette).

To prevent a layout text box from automatically resizing in GoLive:

In the Layout Text Box Inspector, select Allow Content Overflow. With this option selected, as more text is added or reformatted, the layout text box does not resize in your page layout. This doesn't affect how it will appear in Web browsers.

Note: *In a Web browser, the layout text box automatically adjusts its size in relation to its content, which resizes according to the platform that the browser is using—for example, to accommodate fonts that appear smaller on Mac OS and larger on Windows. You can assign a pixel size definition for all text using a cascading style sheet. (See "About relative, absolute, and percentage units" on page 226.)*

Grouping and ungrouping objects

Only objects placed on a layout grid can be grouped. Grouping objects is a great time saver if you need to move multiple objects at once and don't want their position to change in relation to each other. (This is one of the key advantages of the layout grid because it can't be done using a standard HTML table.)

To group or ungroup objects:

1 Select the objects on the layout grid that you want to group or ungroup. Click to select the first object, and then Shift-click to select each additional object. (You can't group layers.)

2 Click the Layout Group button or the Layout Ungroup button on the toolbar or in the Transform palette.

Repositioning, aligning, or distributing objects

You can move objects to new positions in a page by dragging them. For layers or objects on a layout grid, you can also use the toolbar, Transform palette, or Align palette to place them in precise positions. When objects are within text or a layout text box, you use the Inspector to align them in relation to the text.

For information on aligning objects within a line of text, see "Aligning images or objects within text" on page 190.

To reposition an object or group of objects:

Select the objects and drag them on the layout grid, or enter precise pixel values for the horizontal or vertical position using the toolbar or Transform palette.

To align objects in relation to their container:

1 Select the layers, object, or group of objects that you want to align.

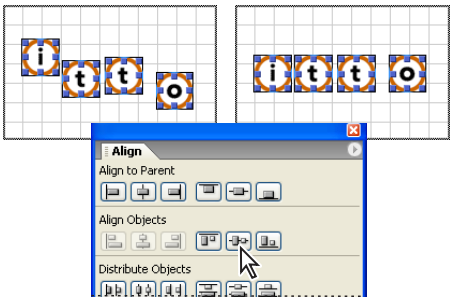
2 Do one of the following:

- On the toolbar, click a horizontal or vertical alignment button.
- In the Align palette, under Align to Parent, click a horizontal or vertical alignment button. (The buttons in the Align palette are the same as those on the toolbar.)

Note: *Because you cannot move a selected object if another object is in the way, some alignment buttons are dimmed (inactive) depending on the objects selected.*

To align objects in relation to each other:

Select the layers or objects on a layout grid, and click a button under Align Objects in the Align palette. You can align objects along the left, center, or right vertical axis or along the top, center, or bottom horizontal axis.



Aligning objects to their center horizontal axes

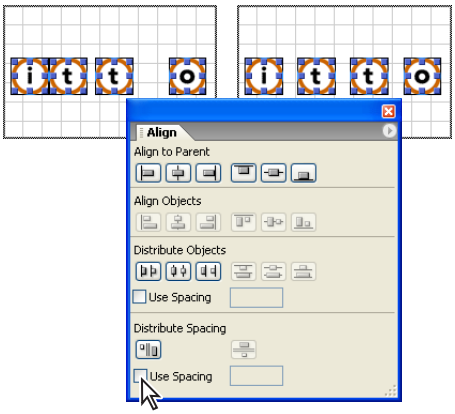
To distribute objects in relation to each other:

1 Select three or more layers or objects on a layout grid.

2 In the Align palette, do one of the following:

- Under Distribute Objects, click one of the buttons to distribute objects relative to their vertical axis (left, center, or right) or relative to their horizontal axis (top, center, or bottom).
- Under Distribute Spacing, click one of the buttons to distribute the space (rather than the objects) equally between the vertical or horizontal axes of the objects.

- Before clicking one of the Distribute Objects or Distribute Spacing buttons, select Use Spacing, and enter a value in pixels in the text box to distribute the objects or spacing based on the value.



Distributing space between objects equally

Converting a layout grid to a table

You can convert layout grids to standard HTML tables with fixed table cell sizes and then use the Table Inspector to make the table cells resizeable in the browser window. (See "Resizing columns, rows, and tables" on page 171.)

When you convert a layout grid to a table, GoLive strips out all of the special code such as cool gridx, gridy, and cntrlrow, but it leaves a "control" row of empty cells at the bottom of the table that's one-pixel high, a "control" column of empty cells one pixel wide at the right ends of each row in the table, and Netscape Spacer elements inside the empty cells. You can remove the control row and column from the converted table or you can replace the Spacer elements within the empty cells with provided spacer.gif transparent images. (Spacer elements or transparent GIF images are used to solve a problem displaying empty table cells in Netscape browsers. Spacer elements are ignored by Internet Explorer browsers.)

By removing the GoLive code, you'll lose the ability to freely move objects around on the page unless you convert the table back again to a layout grid.

To convert a layout grid to a standard HTML table:

1 Select the layout grid and choose Special > Layout Grid To Table.

Note: *If the Layout Grid To Table option doesn't appear in the Special menu, you need to enable the Layout Grid module. Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), select Modules, select Layout Grid in the Extend Scripts folder, and click OK. Then restart GoLive.*

2 In the Convert dialog box, do one of the following:

- Select Strip Control Row and Column to remove the empty, one-pixel control row and column at the bottom and right side of the grid. (This option is selected by default.)
- Deselect Strip Control Row and Column, and select Replace Spacer by Image to replace all Netscape Spacer elements with a spacer.gif transparent image that is one pixel high. You can also enter the name of a different image if you want, which should be located in the GoLive application folder.
- Deselect both options to keep the control row and column, and include the Spacer elements.

3 Click OK.

To convert a table back into a layout grid:

Select the table and choose Special > Table > Convert to Layout Grid or click the Convert button in the Table Inspector.

Laying out pages with layers

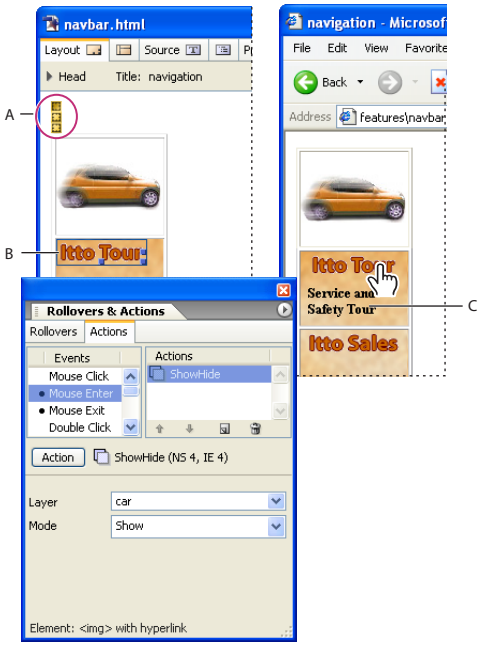
You can use layers to divide your page into rectangles that can be formatted and positioned individually. Layers can contain any HTML element that a page can contain—such as an image or simple HTML text with formatting.

GoLive layers represent DHTML layers, which make it possible to overlap, hide and show, and animate them on your page. For example, layers are commonly used with the Show/Hide action to make them appear and disappear at the trigger of the mouse. Layers can contain background images or color, and they can inherit properties from the page's cascading style sheet (see "About cascading style sheets" on page 212). They can be positioned precisely, because they are implemented using the DIV element. The DIV element, formatted with a CSS ID style for the width, visibility, and absolute position of the layer, instructs the browser to create a subdivision that is not part of the normal flow of HTML within the page.

You can import Photoshop layers as GoLive layers. See "Adding layered Photoshop images" on page 278.

***Note**: To display properly, layers require Web browser versions 4.0 or later. To see what a layer would look like in a Web browser that does not support cascading style sheets, turn off CSS support in the browser's preferences.*

For table-based designs, you can convert non-overlapping layers and their contents to a new page with the contents duplicated on a layout grid. (See "Converting layers into layout grids" on page 149.)



Layers are used to hide text and objects and make them reappear.
A. Markers for 3 layers **B.** Image link with Mouse Enter event attached to Show/Hide action **C.** Pointer over image triggers layer of text to appear below

Adding layers to the page

To add a single layer to the page, you use the Objects palette or a context menu. When you add a layer to the page, GoLive inserts a small yellow marker, which stays at the original point of insertion after you move the layer.

It's important to name your layers. GoLive displays the names of layers in the Layer palette and in lists to choose from when you're applying actions or animating them. The names are also used for referring to layers in Java Script. Using unique names makes layers easier to identify than the default names layer1, layer2, layer3, and so on.

You use the Layers palette to add and manage multiple layers on the page. To display the palette, choose Window > Layers.

To add a layer to the page:

Do one of the following:

- Drag the Layer icon from the Basic set in the Objects palette onto the page. If it's in the middle of text, GoLive inserts a new paragraph to split the text and places the DIV element between them.
- Click in the page to place the insertion point, and then click the Create New Layer button in the Layers palette.
- Right-click in the page and choose Insert Object > Basic > Layer from the context menu.

To name a layer:

1 Select the layer in the page or in the list in the Layers palette.

2 Enter a new name either in the Layers palette or in the Name text box in the Layer Inspector. (Spaces and names that begin with a number are not allowed.)

Adding content to a layer

Layers can contain any valid HTML element, such as text and images. However, Web browsers may have problems with layers that contain tables or layout grids. If you embed a layer within another layer, the embedded box will inherit any CSS information from the parent layer.

Note: *Avoid using a background image alone in a layer. In Netscape browsers, background images or color may not display unless there are other objects or text in the box as well. To work around this problem, you can add a transparent GIF image to the empty box. See "Adding special page elements" on page 161.*

To add content to a layer:

Click in the layer and type or drag an image or other site asset from the site window or Objects palette into the layer.

To add a background color or image to a layer:

1 Select the layer.

2 In the Layer Inspector, do one of the following:

- Select BgImage, and then select an image file.
- Select Color, click the color field, and select a color from the Color or Swatches palette. Or, click the lower right corner of the color field in the Inspector and select a color from the swatches that appear (the swatches are based on the current settings in the Swatches palette).

You can set the contents of a layer to be invisible when the page is first loaded into the browser. (See "Hiding and showing layers" on page 150.)

Resizing and positioning layers

You can position layers accurately using the Layer Inspector and a page grid that you define in the Grid Settings dialog box. By assigning a z-index to each layer, you can control the order that the boxes are stacked on top of each other (a layer with a z-index of 2 appears in front of a box with the z-index of 1, and so on).

You can also use the Transform and Align palettes to position, resize, and align multiple layers in the same way as other objects. (See "Repositioning, aligning, or distributing objects" on page 141.)

To select a layer:

Do one of the following:

- Click the layer marker (the small yellow icon).
- Move the pointer to the top border of the layer until it changes to a hand, and click.
- Click the name of the layer in the Layers palette.

To move or resize a layer by dragging:

Do one of the following:

- To move the layer freely on the page, move the pointer to the top border of the layer until it changes to a hand, and drag.
- To resize a layer, select the layer and drag one of its handles.

You can also use the arrow keys to move or resize a layer. Press an arrow key to move the box pixel by pixel. Hold down Shift while pressing an arrow key to resize the layer pixel by pixel. Hold down Ctrl (Windows) or Option (Mac OS) while pressing an arrow key to toggle between pixel or grid sized movements.

To set an exact or relative size and position for the layer:

1 Select the layer.

2 Do any of the following in the Layer Inspector:

- Enter exact position coordinates (measured in pixels from the upper left corner of the document window) in the Left and Top text boxes.
- Enter an exact size in the Width and Height text boxes.
- Choose Auto from the Width or Height menus to automatically size the layer in relation to its contents.
- Choose Percent from the Width or Height menus to automatically size the layer in relation to the percentage of the window width or height.

Note: *Netscape browsers resize the Percent width of a layer to the width of its contents.*

To use grid lines for positioning the layer:

1 Select the layer.

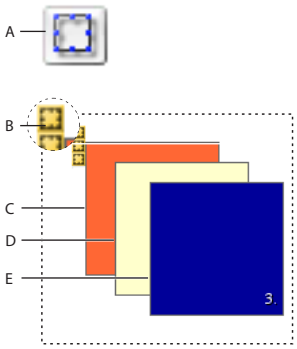
2 Choose Layer Grid Settings from the Layers palette menu.

3 Define the page grid and its behavior:

- Enter Horizontal and Vertical values to define the spacing between the grid lines.
- Select Snap to have the layer snap to the grid lines when you move it. You can press the arrow keys to move the layer incrementally from one grid line to the next.
- Select Visible to display the grid when you drag the layer.
- Select Prevent Overlapping to prevent layers from overlapping.

To change the stacking order of multiple boxes:

Select a layer and enter a value in the Z-Index text box in the Layer Inspector. Enter the z-index of 1 for the bottom layer in the stack, 2 for the next box in the stack, and so on. (You can also change a z-index number by selecting it in the Layers palette and typing a new number.)

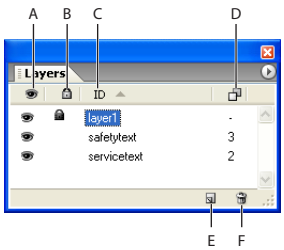


Layer symbols and stacking order values
A. Layer object icon **B.** Layer marker **C.** The first layer has a z-index of 1
D. The layer in the middle has a z-index of 2 **E.** The layer in the front has a z-index of 3

Managing layers

You can use the Layers palette to temporarily lock, hide or show a layer as you work. Settings in the Layers palette do not affect the display of the layers in the browser. You can also use the Layers palette to quickly select multiple layers for alignment and grouping. (See "Repositioning, aligning, or distributing objects" on page 141.)

Note: *Some settings in the Layers palette are only temporary and will be overridden when you switch document views or click the Play button in the DHTML Timeline Editor for an animated layer.*



Temporary settings help you work with multiple layers regardless of their status in the Layer Inspector.
A. Temporary hide/show status **B.** Temporary lock/unlock status
C. Name of layer **D.** Stacking order of z-index values **E.** Create new layer
F. Delete selected layer

To temporarily lock, hide, or show a layer:

In the Layers palette, select the layer and do one of the following:

- Click in the eye column to temporarily hide or show the content of a layer. You can also Ctrl-click (Windows) or Command-click (Mac OS) any eye icon to hide or show all layers at once.
- Click in the padlock column to temporarily lock and unlock a layer, or Ctrl-click (Windows) or Command-click (Mac OS) any padlock icon to lock or unlock all layers at once. When locked, you cannot select or drag the layer or edit its content in the document window.
- Choose Lock Visibility from the Layers palette menu to preserve all temporary hide/show and lock/unlock settings when you click the Play button in the DHTML Timeline Editor or switch views—for example, from the Layout Editor to Layout Preview and back.
- Click the name of a layer to bring it to the foreground and make it temporarily visible and editable regardless of the hide/show and lock/unlock settings.

To change the name or stacking order of a layer:

In the Layers palette, select the layer, click again to select the name or z-index number, and type a new name or number. The name or number is automatically updated in the Layer Inspector.

To view the hierarchy of layers nested within other layers:

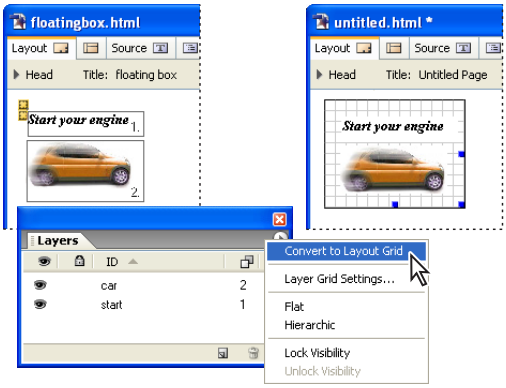
In the Layers palette, choose Hierarchic from the palette menu. With this option selected, you can drag layers in the palette to change their nesting order. (To display all the layers at the same level in the list, choose Flat from the palette menu.)

Converting layers into layout grids

You can convert nonoverlapping layers and their contents into objects on a layout grid in a new untitled page. This is useful if you need a table-based design for the page in addition to your DHTML layers-based design. If the layer contains text, it converts into a layout text box on the grid. The position, size, and background color attributes of the layer are retained. GoLive creates a new page to contain the converted objects, keeping the original page of layers intact.

To convert layers into a layout grid:

In the Layers palette, choose Convert To Layout Grid from the palette menu. (The option is dimmed if any layers are overlapping.)



The text and image appear in the same positions in the new document.

You can show or hide the vertical and horizontal grid lines in the layout grid by selecting the layout grid and then selecting or deselecting the Visible options in the Layout Grid Inspector.

Hiding and showing layers

Layers are useful for hiding and showing images or text when viewers click or move the mouse pointer over links on a page. When you set up show/hide actions for multiple layers, be sure to name the boxes first in the Layer Inspector for easy identification.

You can also hide and show layers based on a given amount of time. (See "Applying timeline-triggered actions to layers" on page 154.)

To initially hide a layer when the page is loaded:

Select the layer and deselect Visible in the Layer Inspector. (You can use the Layers palette to temporarily show the layer in GoLive as you work. See "Managing layers" on page 148.)

To show or hide a layer using a mouse event trigger:

1 Select the text, object, or image that will serve as the mouse event trigger and click the New Link button in the toolbar.

2 In the Inspector, type the number symbol (#) in the URL text box. Or, if the selection will also serve as a navigational link, enter the link's destination URL in the text box instead of the number symbol. (See "Specifying the destination URL for a link" on page 62.)

3 In the Actions palette, select a mouse event (such as Mouse Enter) in the Events list and click the New Action button. Then choose Action > Multimedia > Show Hide from the Action menu, choose your layer from the Layer menu, and choose Show, Hide, or Toggle from the Mode menu. (Toggle shows or hides the layer according to its current visibility status as set in the Layer Inspector.)

4 Save your page and preview the action in a Web browser.

Note: *Actions must be previewed in a browser. (See "Previewing files" on page 37.) For information on using other scripted actions for your layers, see "Using GoLive actions" on page 418.*

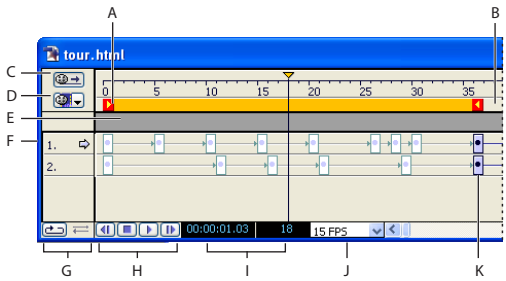
Using the DHTML Timeline Editor

You use the DHTML Timeline Editor to insert actions for layers in a timeline, or to animate a layer.

Animating layers

You animate a layer by inserting keyframes in its time track and repositioning the layer in the page for each keyframe. You can also set the visibility status or the stacking order of a layer based on a selected keyframe in its time track. You can use scenes to include multiple animations in the same Web page.

Note: *An intermittent bug in Netscape 4.0 browsers may cause the content of an animated layer to temporarily disappear, especially if the content is an image button. A simple workaround is to insert a nonbreaking space or a single-pixel transparent GIF image before the image button. (See "Adding spacers, nonbreaking spaces, or transparent GIFs" on page 163.)*



The DHTML Timeline Editor contains time tracks for two layers.
A. Beginning of the play range **B.** End of the play range
C. Autoplay button **D.** Scenes options menu **E.** Action Track **F.** Time tracks
G. Loop and Palindrome controls **H.** Playback buttons **I.** Counter for keyframe position in seconds and frames **J.** Frames per second **K.** Keyframe

To insert a keyframe in the time track:

Open the DHTML Timeline Editor by clicking the DHTML Timeline Editor button in the upper right corner of the document window. A time track appears in the DHTML Timeline Editor for each layer on the page. Initially, each time track contains a single keyframe.

1 Click a keyframe to select the time track of a layer. The name of the layer appears in the Layer Inspector.

2 Ctrl-click (Windows) or Command-click (Mac OS) at the desired position on the time track to insert a new keyframe. You can also Alt-drag (Windows) or Option-drag (Mac OS) a copy of an existing keyframe to the desired position on the time track to create a new keyframe.

The new keyframe marks the end of the play range. This is indicated by the right play range locator , which follows as you drag the keyframe. If you insert more keyframes, the keyframe farthest to the right always limits the play range. The distance between keyframes determines the playback speed—the shorter the distance, the faster the animation plays back.

To specify the position of the layer for a keyframe:

1 In the DHTML Timeline Editor, select the keyframe in the time track for the layer.

2 In the document window, drag the layer to the position where you want it to appear for the selected keyframe. You can also enter the desired position in the Left and Top text boxes of the Layer Inspector.

3 Click the first keyframe in the DHTML Timeline Editor to return the layer to its start position.

4 Click the Play button at the bottom of the window to preview your animation.

The layer travels across the document window and stops where you set the last keyframe. The Time Cursor in the DHTML Timeline Editor stops at the right play range locator .

You can click the Stop button twice to stop playing and to reset the Time Cursor to the beginning of the play range. Use the Backward button to return the Time Cursor by increments to the beginning of the timeline.

To control the playback behavior:

1 Use the Loop and Palindrome buttons in the lower left corner of the DHTML Timeline Editor to control the playback looping:

- The Loop button plays your animation in an endless loop. When it reaches the end point of the animation path, the layer jumps back to the start and resumes traveling, repeating this cycle indefinitely.
- The Palindrome button causes the layer to bounce back and forth between the start and end points of the play range. (The Loop button must be active to activate the Palindrome button.)

2 To change the playback speed, select a new frames-per-second option from the FPS menu at the bottom of the DHTML Timeline Editor.

Most browsers can handle the default 15 FPS setting, even if running on systems with average video hardware. If you want to work with higher speeds, be sure to test your animation with a wide selection of system configurations to make sure that playback is smooth.

To set the visibility status of the layer for a keyframe:

1 Select the keyframe in the time track from which you want the layer to disappear or reappear.

2 In the Layer Inspector, deselect or select the Visibility option.

3 Click the Play button to preview your animation.

The layer appears or disappears until such time that the Time Cursor reaches another keyframe with a different visibility status.

To record an animation path:

1 Open the DHTML Timeline Editor, and select the starting keyframe.

2 Click the Record button in the Layer Inspector.

3 In the document window, drag the layer along the desired path. A keyframe appears at each major turn in the path.

4 Click each keyframe and correct the position if necessary.

To specify the shape of an animation path:

1 Select one or more keyframes in the time track.

2 Choose an option from the Animation menu in the Layer Inspector:

- None makes the layer jump between the keyframes.
- Linear is the default path shape and makes the layer move in a straight line.
- Curve creates a smooth curve between keyframes.
- Random creates a zigzag path of random lengths between keyframes.

To create multiple scenes in an animation:

1 Create an animation. GoLive names the first animation you create "Scene 1" by default.

2 In the upper left corner of the DHTML Timeline Editor, choose Rename Scene from the pop-up menu.

3 Enter a name for the scene, and click OK.

4 Choose New Scene from the pop-up menu.

5 Enter a name for the new scene, and click OK.

6 Add keyframes and animate the layers for the new scene, and then preview the animation for the new scene by clicking the Play button in the DHTML Timeline Editor.

To control the playback of scenes:

1 Go to the second scene, and click the Autoplay button to deselect it and disable automatic playback.

2 Return to the first scene, and Ctrl-click (Windows) or Command-click (Mac OS) in the Action Track anywhere before the last keyframe position to insert an action marker, indicated by a question mark icon. (The Action Track is the horizontal gray bar between the timeline and the time tracks.)

3 In the Action Inspector, click Show Action Palette, click the Actions tab, and choose Action > Multimedia > Play Scene. Choose the name of the second scene from the pop-up menu.

The Play Scene action instructs the browser to switch to the specified scene after finishing playback of the current scene. On the Action Track, the Play Scene Action icon replaces the marker.

4 If the first scene is a looped animation or a palindrome, you need to insert a Stop Scene action: Ctrl-click (Windows) or Command-click (Mac OS) in the Action Track at the very last keyframe to insert an action marker. In the Action Inspector, click Show Action Palette, click the Actions tab, choose Action > Multimedia > Stop Scene and choose the first scene from the pop-up menu. The Stop Scene Action icon appears in the Action Track.

The Stop Scene action stops the playback of a scene, even if it is an endless loop. Be sure to insert this action after the Play Scene action in the Action Track; otherwise, the animation stops before scenes can be switched.

5 Move the Time Cursor to the beginning of the first scene and preview the animation in the browser.

Note: *To give viewers more control over your animation, you can also attach the Play Scene action to a rollover button or hypertext link in your page. For instructions on using actions with rollover buttons and text, see* *"Using GoLive actions" on page 418*.

Applying timeline-triggered actions to layers

Actions are ready-to-use scripts that you can use with the DHTML Timeline Editor, rollover buttons, links, and form elements. You can add actions to the timeline of a layer by inserting markers in the Action Track of the Timeline Editor, and defining the actions in the Actions Inspector.

Actions allow you to add sound, trigger the playback of animation scenes, dynamically change the content of images, and control other processes in the browser window. For information on actions you can use with layers, see "Using GoLive actions" on page 418.

Working with frames

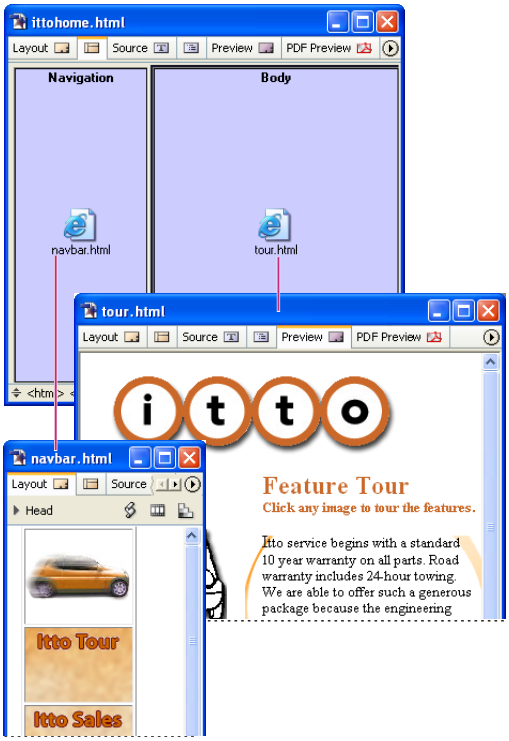
Frames divide a Web browser window into sections that contain separate pages. Using frames, you can make your page layout more visually interesting and help viewers navigate in your Web site. Since the content of each frame is a separate page (and separate file) with its own URL, it can be changed and scrolled independently of the pages in other frames. For example, you can use frames to create an onscreen navigation aid or table of contents that remains visible in one frame while the viewer scrolls through the page in another frame.

Inline frames enable you to insert a frame within a a non-frameset page. Most older browsers don't support inline frames.

Note: *Frame sets don't work well with Web search engines because they have no content. For this reason, it's a good idea to not use a frame set for your index page. Also, you can't set bookmarks in the browser for frame-based Web pages because the URLs map to the frame set rather than the desired pages.*

Creating a page layout using frames

You need at least three HTML documents to create a two-frame page layout: one document for the *frame set*, which holds the frame structure, and two documents for the visible pages of content. The frame set is the master document that defines the size and location of the frames and contains the URL reference links to the content pages. You design the content pages to fit or scroll within specific frames in the frame set.



A frame set document with two frames: the left frame contains a navigation page, and the right frame contains a page that's linked from the navigation page.

When working with frames, keep in mind the following browser limitations:

- Single-frame pages do not display in Netscape browsers earlier than Netscape 6.
- Browsers tend to offset the content of a page from the edge of their main display area and from the inner edges of frames by a few pixels. This behavior can cause sizing problems. To help solve this problem, you can set the margins of the frame set document to zero. (See "Specifying page margins" on page 54.)
- Nesting frame set documents within the frames of other frame sets is possible but can cause serious navigation problems.

To create a page layout using frames:

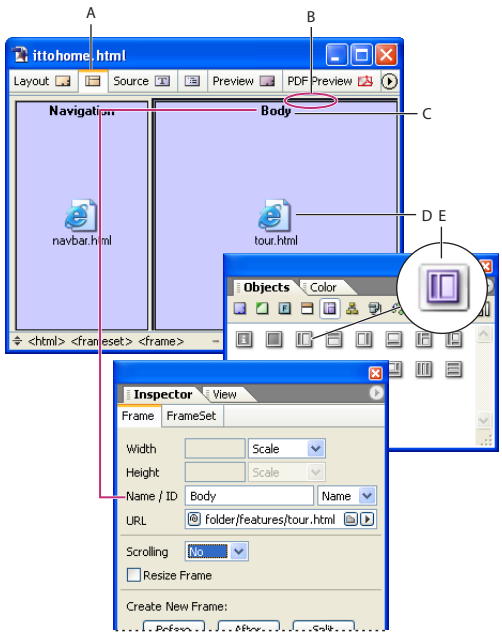
- Create the pages of content that will be displayed in the frames and create a blank page to use for the frame set.
- Set up the frame set and name the frames. In the frame set document, you can set frames to scroll the content of pages and to have visible borders or no borders. You can also set frames to be a fixed size or to resize proportionally when viewers resize their browser windows. (See "Setting up the frame set" on page 156.)

- Link each frame to a content page. If the frame will display multiple pages, link it to the first page you want to appear by default. (See "Setting up each frame in the frame set" on page 157.)
- Open the content page that you plan to use as a navigational aid or table of contents, and specify the destination pages and target frame for every link on the page. (See "Setting up target frames" on page 159.)

You can double-click the Page icon in a frame to open the content page in another window.

Setting up the frame set

The Objects palette contains a selection of frame sets that can be dragged to your document window when you want to create a Web page with frames.



The left frame is fixed while the right frame resizes automatically in the browser window.
A. Frame Editor tab **B.** Frame set divider **C.** The name of the frame **D.** Icon representing the page linked to this frame **E.** The pink-shaded areas represent frames with fixed pixel sizes.

To set up the frame set:

1 Open a new document window, and click the Frame Editor tab at the top of the window.

2 In the Frames set of the Objects palette, drag a Frame Set icon to the page or double-click it. When you hold the pointer over an icon in the palette, a description of the frame set appears, indicating, for example, which frames are fixed sizes and which ones aren't.

3 Make sure HTML 4 Frameset is chosen in the New Doctype menu, and then click OK in the Change Doctype dialog box.

4 Select the frame set by clicking any of its horizontal or vertical dividers.

5 In the Frame Set Inspector, do any of the following:

- Select an Orientation option to arrange the frames in the frame set horizontally (all in one column) or vertically (all in one row). You can also select the Matrix option and enter the number of rows and columns in the Rows and Columns text boxes.
- Select BorderSize to change the thickness of the selected divider in the document window, and enter a value in pixels.
- To hide a horizontal or vertical border, select BorderSize, and enter 0 in the text box, and then select BorderFrame, and choose No from the pop-up menu. (This sets the attributes for all browsers.)
- To assign a color to all borders in the frame set, select BorderColor, click in the color field, and then select a color from the Color palette. Or, click the lower right corner of the color field and choose a color from the swatches that appear (the swatches are based on the current settings in the Swatches palette). This color overrides the gray border that most Web browsers display by default.

Note: *To color the background of a frame, you must select a background color for the page you want to display in that frame. (See "Applying images or color to the page background" on page 70.)*

6 Name the page title of the frame set document in the Layout Editor. (See "Changing the page title" on page 53.)

7 Save the frame set document. Make sure to save it with an .html extension, for example, Frameset.html.

To add another frame to the frame set:

Drag the Frame icon from the Frames set in the Objects palette into the frame set.

To move or copy a frame or a nested frame set:

Shift-drag to move a frame or nested frame set. Ctrl-drag (Windows) or Option-drag (Mac OS) to copy a frame or frame set.

As you drag, you'll notice that the frame orientation limits the direction of motion. You can drag vertical frames sideways and horizontal frames up and down, but you cannot extend the frame set by dragging beyond its boundaries.

You can copy a frame set to other documents or save a reusable copy of the frame set by dragging the frame set to the Snippets tab in the Library palette. (See "Using snippets" on page 313.)

Setting up each frame in the frame set

You use the Frame Inspector to name each frame and link it to a Web page. You can use the name of the frame as the target when you create links to it from other pages; for example, to make a link's destination page appear in the frame. (Names assigned to individual frames won't appear in the browser window.) You can also set scrolling bars for each frame and whether the size of the frame is fixed or automatically resizes when the browser window is resized.

To name a frame in the frame set:

1 Click inside the frame to select it.

2 In the Frame Inspector, choose an option from the Name/ID menu (choose Name & ID for maximum browser compatibility), and then type a unique frame name in the Name/ID text box.

To link a frame to a page:

Drag the page from the site window into the frame. You can also select the frame and use the Frame Inspector to specify the page in the URL text box. (See "Linking files" on page 61.)

Note: *To make the contents of the frame change when visitors click links on a page in another frame, you make this frame the target for each link.* *(See "Setting up target frames" on page 159.)*

To set scrolling bars for a frame:

In the Frame Inspector, choose Yes, No, or Auto from the Scrolling pop-up menu to show or hide scrolling bars. Auto hides the scrolling bars if they aren't needed and shows them if the content is too large for the frame.

To set the size of a frame:

In the Frame Inspector, do any of the following:

- Choose Scale from the Width or Height menu if you want the frame to resize automatically when the browser window is resized.

Note: *At least one frame in the frame set must be resizeable.*

- Choose Pixel from the Width or Height menu, and enter the desired size in pixels if you don't want the frame to be resizeable. For example, use this technique if the frame will display a small image of known dimensions.

Note: *If you specify an absolute size in pixels for one frame, you must set at least one more frame of the same orientation to Scale, or the frame set scales all frames in that direction.*

- Choose Percent from the Width or Height menu if you want the frame to have a fixed ratio relative to the overall height or width of the frame set. Then enter a value in the Width or Height text box to preset a percentage. For frames with horizontal orientation, this attribute controls the relative height. For frames with vertical orientation, it controls the relative width.

To resize a frame by dragging:

- Click inside the frame to select it, and drag its vertical or horizontal border to resize the height or width.
- In the Frame Inspector, choose Pixel or Percent from the Width or Height menu, and drag the frame border to the desired size.

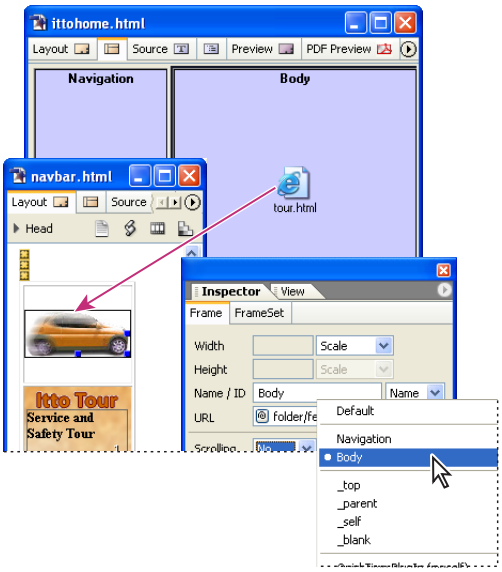
To set the size of a frame border:

Select the vertical or horizontal border. In the Frame Set Inspector, select BorderSize and enter a value in pixels in the text box.

Setting up target frames

When you set up navigation links to pages that are displayed in a frame set, you must specify each target frame as well as the page's URL.

For example, if you use a frame set to display a table of contents in one frame and the pages linked to the table of contents in another frame, every link in the table of contents must specify the target frame in which the linked page will appear.



Each navigation link specifies both destination page (intro.html) and target frame (Body).

To specify the target frame for linked pages:

1 Open the content page that contains the navigation links. (You can double-click the Page icon in the frame to open the page.) For information on creating navigation links, see "Linking files" on page 61.

2 For each link, in the Text Inspector or the Link tab of the Image Inspector, specify the target frame where you want the linked page to appear by choosing an option from the Target menu:

- A frame's name displays the linked page in that frame. The frame names of your open frame set appear at the top of the menu.
- _top displays the linked page in the full Web browser window, replacing the current frame set entirely.
- _parent displays the linked page in the parent of the current document. If the current page has no parent, the target _self is used. (The parent is the next highest frame set in the hierarchy.)
- _self displays the linked page in the window or frame that contains the link, replacing the navigation page.
- _blank displays the linked page in a new untitled window.
- Default removes any previously set target for the page.
- QuickTime PlugIn (myself) replaces the QuickTime movie currently playing.

- QuickTime PlugIn (quicktimeplayer) starts a QuickTime movie in the QuickTime Player.
- RealOne Browser (_rpbrowser) displays links in the Real Media browser pane.
- RealOne External (_rpexternal) displays links in a new RealOne window.

You can use the ForceFrame action to prevent browsers from displaying a page outside of the frame set you've created for it. You can also use actions to set multiple target frames for a single link. For information on the ForceFrame action and Target2Frames action, see "Using GoLive actions" on page 418.)

Previewing the frame set with its contents

You use the Preview tab to preview the entire contents of the frame set in the document window. You cannot edit the frame set or open linked pages in Preview mode. (To open and edit linked pages, double-click their page icons in the Frame Editor.)

If you're using GoLive for Mac OS, you can also use the Inspector to preview the content of individual frames in the Frame Editor. To preview a frame's content within the frame set, click the Preview Frame button in the Frame Inspector. To hide the content, click the button again. Use the Preview Set button and the Stop Preview button in the Frame Set Inspector to preview the content of all the frames.

Note: *GoLive for Mac OS cannot preview external URLs. You need to test external links with a browser.*

Using inline frames

Inline frames enable you to insert a frame in a non-frameset page. Web browsers typically display the frame with horizontal and vertical scrollbars.

Note: *Netscape browsers earlier than version 6 don't support inline frames.*

An inline frame embedded in a page

To insert an inline frame:

1 Open the page in which you want to insert the frame.

2 Drag the Inline Frame icon from the Frames set of the Objects palette to the page, or double-click the icon to place it at the insertion point.

3 In the Inline Frame Inspector, browse or use the pick whip to link to the file you want contained within the inline frame.

4 In the Inline Frame Inspector, choose an option from the Name/ID menu (choose Name & ID for maximum browser compatibility), and then type a unique name in the Name/ID text box.

5 Do any of the following in the Inline Frame Inspector:

- Choose a height and width for the inline frame in pixels or percentages.
- Enter a margin width or margin height for the inline frame.
- Select alignment and scrolling options.
- Select Frameborder to display a border around the inline frame.

Adding special page elements

GoLive provides special page elements to solve specific needs in your page design.

You can also use the Browser Switch object in the Smart set of the Objects palette to provide instructions for browsers to switch to alternative pages. (See "Adding browser-switch scripts" on page 58.)

Adding comments

As you lay out content on your Web pages, you may want to add comments about the design. Comments appear only in GoLive (in the Comment Inspector and the source code) or other HTML editors and do not appear on the pages in Web browsers.

You can also add comments to the head sections of pages. (See "About head section elements" on page 56.)

To add comments to your page:

1 Drag the Comment icon from the Basic set in the Objects palette to the desired location in the page, or double-click the Comment icon to place it at the insertion point.

A symbol appears in the text to indicate the location of the comment.

2 In the Comment Inspector, type your comment.

Adding date and time stamps

You can display the date and time that you saved the page; for example, to tell your viewers when you last updated the page. GoLive reads the current date or time from your computer's built-in clock and writes the result in a custom tag. It then updates the information whenever you save the page.

To add a date and time stamp to your page:

1 If you want descriptive text before the date or time stamp (for example, "Last revised:"), type the text in the page.

2 Drag the Modified Date icon from the Smart set in the Objects palette to the page, or double-click the icon to place it at the insertion point.

3 In the Modified Date Inspector, choose a country from the Format menu and select a date and time format in the list of options for the specific country.

Adding URL pop-up menus

If you have several hypertext links on your page, you can present them in a pop-up menu for your viewers to choose from. To test the links in the menu, you must preview the page in a Web browser.

To create a URL pop-up menu for your page:

1 Drag the URL Popup icon from the Smart set in the Objects palette to your page.

A B

You can change the Choose... label at the top of the menu or make it blank.
A. URL pop-up menu in the page
B. URL Popup icon in the Objects palette

2 In the URL Popup Inspector, do the following:

- In the Label text box, type a new label to appear at the top of the new pop-up menu or leave it blank.
- To add a URL to the new pop-up menu, click the New Item button. Type a new label for the URL in the Label text box, and enter the destination of the link in the URL text box. (See "Linking files" on page 61.) If you're using a frame set, specify the target frame for the URL in the Target text box. (See "Working with frames" on page 154.) You can also click the Duplicate Selected Items button to create a copy of a URL already in the pop-up menu and edit the label or URL in the Label, URL, and Target text boxes.
- To move an item up or down in the list, select it and click the arrow buttons.
- To remove an item from the list, select it and click the Remove Selected Items button.

For information on creating individual hypertext links, see "Linking files" on page 61.

3 Preview the URL pop-up menu and each link in a Web browser. (See "Previewing files" on page 37.)

Adding horizontal lines

To visually separate blocks of text, you can use horizontal lines (also called rules). Horizontal lines can be placed in layout text boxes, but should never be added directly to a layout grid.

To add a horizontal line to a text area:

1 Drag the Line icon from the Basic set in the Objects palette into a text area, or double-click the Line icon to place it at the insertion point in the text. (Horizontal lines should never be placed directly on a layout grid—but in a layout text box instead.)

2 In the Line Inspector, do any of the following:

- Click a button for Style: the left button to apply a solid style, or the right button to apply a three-dimensional style.
- Choose a measurement from the Width menu. Full and Percent are measured in relation to the container (such as a layout text box, table cell, or the document window).
- In the Height text box, enter a new line height in pixels. You can also select the line, and drag its handle to adjust the height.
- Click a button to align the line in relation to the layout text box, layout grid, or document window. (The buttons are dimmed if the line is full width.)

Adding spacers, nonbreaking spaces, or transparent GIFs

Spacers are Netscape elements used for creating horizontal space between text and objects. Because spacers are ignored by Internet Explorer browsers, you may want to use transparent GIF images instead for creating space on your page. (If you're using a layout grid, you don't need to use either.) Transparent GIF images download quickly, and can be resized to fill any space. You can also create nonbreaking spaces within text to insert space.

To use a transparent GIF image for spacing:

1 Create a small (1x1 pixels) transparent GIF image in your image editing software and drag it into the Files tab of your site window.

2 Drag the transparent GIF image from the site window to the desired location in the text. (See "Specifying the destination URL for a link" on page 62.)

3 In the document window, drag the image's selection handles or use the Image Inspector to resize the image. You can also use the Image Inspector to align the transparent image horizontally and vertically within the text. If you have trouble selecting the image on the page, click the <img> tag in the markup tree bar at the bottom of the document window. (See "Repositioning, aligning, or distributing objects" on page 141.)

You can save the resized transparent GIF image for reuse on other pages by dragging it into the Snippets tab of the Library palette. (See "Using snippets" on page 313.)

To create a nonbreaking space:

Press Shift + spacebar (Windows) or Option + spacebar (Mac OS).

To use a Netscape spacer element for spacing:

1 Drag the Horizontal Spacer icon from the Basic set in the Objects palette to the desired location in the text.

2 In the Spacer Inspector, select a Horizontal, Vertical, or Block resizing option. (Block allows you to resize the spacer both horizontally and vertically.)

3 Select the spacer and drag its handles to resize it, or enter values (in pixels) in the Width and Height text box.

4 To align a block spacer in relation to the text, select it and choose an option from the Alignment menu in the Spacer Inspector.

Note: *Spacers are based on a Netscape-specific element that is recognized by Netscape Navigator 3.0 and later. They are ignored by Microsoft Internet Explorer.*

Adding scrolling marquees

Scrolling text marquees are only supported by Internet Explorer browsers. (The text does not scroll in Netscape browsers.) To create a message that scrolls across your Web page in both types of browsers, you may want to use a SWF animation, Java applet, or animated GIF image instead. You can also create a similar effect using layers and the Wipe Transition action. (See "Hiding and showing layers" on page 150, and for information on the Wipe Transition action, see "Using GoLive actions" on page 418.)

To create a scrolling marquee:

1 Drag the Marquee icon from the Basic set in the Objects palette to the page.

If you want to control the font and style of the marquee text on a layout grid, place the marquee in a layout text box.

2 In the Marquee Inspector, type the message for the marquee in the Text box.

3 Choose an option from the Behavior pop-up menu:

- Scroll to cause the message to scroll continuously.
- Slide to move the message into the marquee box and to hold it there.
- Alternate to move the message into the marquee box and to bounce it between the edges.

4 Determine how long the marquee is visible:

- Select Forever to make the message scroll continuously.
- Enter a required number of repetitions in the Loops text box.

5 Enter the desired scrolling speed in the Amount text box (the scrolling speed is measured in pixels between each scrolling amount in milliseconds).

6 Enter the scrolling delay between repetitions in the Delay text box.

7 Select Left or Right to determine the scrolling direction. When Left is selected, the message appears on the right side of the window and scrolls to the left.

8 Click the More tab in the Marquee Inspector, and do any of the following:

- Enter the dimensions (in pixels or as a percentage) for the marquee in the Width and Height text boxes.
- Enter a value in the HSpace or VSpace text box to set the horizontal or vertical space around the marquee's text.
- Choose an alignment from the Align menu for the marquee object in relation to text or other objects within the text line.
- Click the color field and select a color in the Color palette for the background of the marquee. Or, click the lower right of the color field and select a color from the swatches that appear (the swatches are based on the current settings in the Swatches palette).

Note: *The Scrolling Marquee feature is an Internet Explorer extension that does not work in Netscape browsers.*

Working with Tables

About GoLive table features

You can instantly generate a table in GoLive by using a table you've copied in a different application, including Adobe InDesign, Adobe FrameMaker, and third-party word-processing or spreadsheet applications, such as Microsoft Excel or Microsoft Word. You can also import text into a table or export text.

To build tables from scratch, drag the Table icon from the Objects palette to your page and set the table properties in the Table inspector. The Table tab of the inspector sets properties that affect the entire table. The Row and Cell tabs set properties for a selected row or selected cells.

You can quickly apply a collection of table properties to a table or selection of table cells with the predefined table styles in the Style tab of the Table palette. The Select tab of the Table palette gives you an overview of a selected table's dimensions and enables you to select a group of cells or nested tables with greater ease than in the document window. In addition, the Select tab identifies table size conflicts and enables you to fix them with one click.

Use the Smart Photoshop object to automatically create a Smart Table that contains optimized slices of a sliced Photoshop image. (See "Adding sliced Photoshop images" on page 277.)

Creating tables

The heart of page design usually begins with one or more tables that define the structure of a page. In addition to displaying information in rows and columns, you can design tables to create visually rich page layouts. You can insert text and many kinds of objects from the Objects palette into a table cell, including images, nested tables, Photoshop files, and QuickTime movies. Or, add a sliced Photoshop file to a page with the Smart Photoshop object to automatically generate a Smart Table for the optimized image slices. (See "Adding sliced Photoshop images" on page 277.)

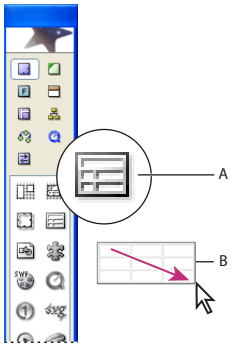
Positioning text and objects using tables is even easier if you use a GoLive layout grid with layout text boxes. (See "Using the layout grid" on page 138.)

To create a new empty table:

Do one of the following:

- To place a table at the insertion point with a specific number of rows and columns, press Ctrl (Windows) or Command (Mac OS) as you drag the Table icon in the Basic set

of the Objects palette. Release the mouse button when the desired number of rows and columns appear.



Interactive pop-up table in the Objects palette
A. Table icon **B.** Dragging to define columns and rows

- Double-click the Table icon in the Basic set of the Table palette to place a table at the insertion point, or drag the Table icon to the document window.

To create a table from an existing table or cells:

Do one of the following:

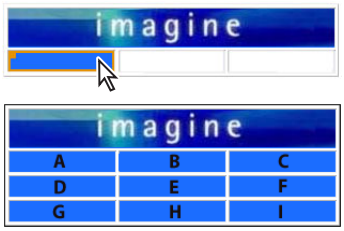
- Select one or more cells in an existing GoLive table, and choose Edit > Copy. Then place an insertion point and choose Edit > Paste.
- Select one or more cells in an existing GoLive table. Move the pointer over the black square in the upper left corner of the selection until the pointer changes to a hand; then drag the selection to a new location.

To create a table from an existing table in a different application:

1 In an application other than GoLive, select and copy the table or cells you want to paste.

2 In GoLive, select an existing table *cell* that you want to be the upper left corner cell of the content you copied, and then choose Edit > Paste.

The table creates additional rows and columns as needed to include all of the information that was copied.



Original table (top) and after (bottom) pasting a table copied in a different application

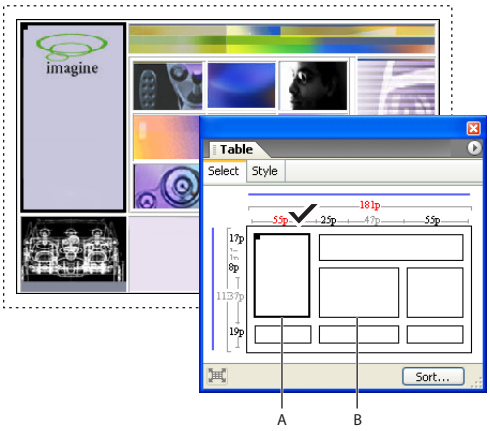
To create a Smart Table from a sliced Photoshop file, drag a Smart Photoshop object from the Smart set of the Objects palette onto your page and reference a sliced Photoshop file. (See "Adding sliced Photoshop images" on page 277.)

Making table or cell selections

After you select a row, column, or cell in a table, you can delete the selection, copy and paste it, or drag the selection to move it within the table or to create a new table. Selecting cells or nested tables can become difficult as you add images and other content to a table.

GoLive provides you with a variety of ways to select cells, rows, columns, and nested tables to suit your needs. You can make selections directly in the document window, in the markup tree bar, or in an outline of the table in the Select tab of the Table palette. The Select tab shows a table as a bare outline, and enables you to make cell or nested table selections without the risk of resizing the selection or selecting content inside the cell.

Selected cells are outlined in bold in the document window and in the Table palette, and highlighted in source code views. In the Layout editor or Table palette, you can drag the black rectangle in the upper left corner of the selected cells to move the cells within the table or to create a new table.



Selecting a table cell with the Select tab of the Table palette
A. Selected table cell **B.** Nested table (Cells within nested tables appear only when the nested table is selected.)

If you place an insertion point in a table cell, select content in a cell, or select a table cell, you can press Ctrl+Enter (Windows) or Control+Return (Mac OS) to expand the selection outward.

To select a table or nested table:

Do one of the following:

- Select a cell in the table and press Ctrl+Enter (Windows) or Control+Return (Mac OS). Or place an insertion point in the table or select content within a table cell and press the keys twice.
- In the document window, move the pointer over the top or left edge of the table until the pointer changes to the table selection pointer, and then click.
- In the document window, place an insertion point in the table or select content within a table cell. Choose Select Table from the context menu in either the document window or the Select tab in the Table palette, or click the <table> tag in the markup tree bar at the bottom of the page.
- To select a nested table, in the Select Tab of the Table palette, move the pointer over the nested table until the pointer changes to the Nested Table pointer and click. Click the Select Parent Table button in the Table palette to reselect the parent table and zoom out of the nested table.

To select rows:

Do one of the following:

- In the document window or Select tab of the Table palette, move the pointer over the left edge of a row until it changes to the row selection pointer, and then click. Drag up or down to add adjacent rows to your selection. Alternatively, with the row selection pointer, Shift-click the left edge of each additional row.

- Place an insertion point in the row, and click the rightmost <tr> tag in the markup tree bar at the bottom of the page. To add rows to your selection, move the pointer over the left edge of each additional row in the document window until it changes to the row selection pointer, and then Shift-click.
- Place an insertion point anywhere in the table, click the <table> tag in the markup tree bar at the bottom of the page, drag to display a pop-up menu, and then choose the <tr> tag for a row. To add rows to your selection, move the pointer over the left edge of each additional row in the document window until it changes to the row selection pointer, then Shift-click.

Selecting a table row with the markup tree bar

To select columns:

In the document window or the Select tab of the Table palette, move the pointer over the top edge of a column until the pointer changes to the column selection pointer ↓, then click. Drag left or right to add adjacent columns to your selection. Alternatively, with the column selection pointer, Shift-click the top edge of each additional column.

To select cells:

Do one of the following:

- In the document window, move the pointer over the cell's bottom or right edge until the pointer changes to an arrow (Windows) or (Mac OS), and then click. Drag from the selected cell to add adjacent cells to your selection. Alternatively, Shift-click inside each additional cell.
- Place an insertion point in the cell, and either click the rightmost <td> tag in the markup tree bar at the bottom of the page, press Ctrl+Enter (Windows) or Control+Return (Mac OS), or choose Special > Table > Select Cell.
- In the Select tab of the Table palette, click to select a cell. Click-drag from the selected cell to add adjacent cells to your selection. Alternatively, Shift-click each additional cell.
- To select all cells, select any corner cell in the document window or the Select tab of the Table palette, and then drag over all cells in the table. You can also select a cell, and choose Edit > Select All.
- To invert the selection of cells within a row or column, move the pointer over the left edge of the row or the top edge of the column until it changes to the row or column selection pointer →, ↓, and then Shift-click. (GoLive deselects previously active cells in the row or column and selects previously inactive cells.)

Adding, deleting, and moving rows and columns

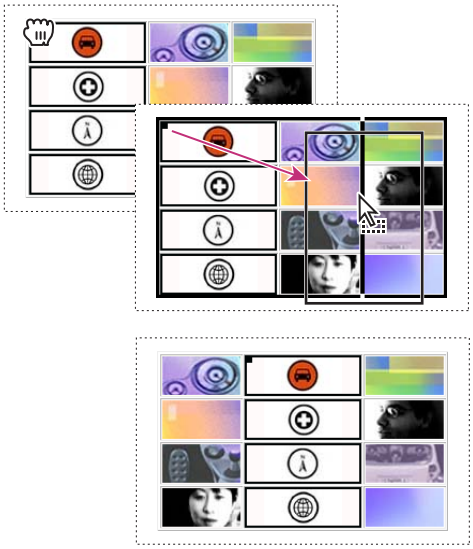
GoLive provides you with a variety of ways to change the number of rows and columns in a table. You can drag table edges, use context menus, press a key, or simply click a button in the Table inspector to add or remove rows and columns.

Copy and paste a selection to replace the contents of a similar block of cells in a table. Drag a selection of cells to move the cells to a new location within the table or a different table.

To move a column or row:

1 Select a cell or a block of adjacent cells in either the page or the Select tab of the Table palette, and then move the pointer over the square icon in the upper left corner of the selection until the pointer changes to a hand .

2 Drag to the desired location within the current table or to a different table. Release when a solid black line appears in the desired location. Hold down Ctrl (Windows) or Option (Mac OS) as you drag to move a copy of the row or column within the current table.



Moving a table column in a table in the document window.

Note: *If you drag a selection of cells, you can only add the cells to a different table if the destination table has the same number of rows as the cells that you are dragging. Otherwise the selection becomes a nested table within a cell of the destination table.*

To add rows or columns

Do one of the following:

- Select the table or a cell in the table, and enter the desired number for Rows and Columns in the Table tab of the Table Inspector. (Rows are added to the bottom of the table. Columns are added to the right side of the table.)
- Select a cell adjacent to where you want a new row or column to appear. In the Cell tab of the Table Inspector, click the Add Row Above button , the Add Row Below button , the Add Column To Left button , or the Add Column To Right button .
- Place an insertion point in the last table cell, and then press Tab.

- Select a cell, and choose an insert command from the Special > Table menu.
- Press Ctrl+Shift (Windows) or Command+Shift (Mac OS), and move the pointer over the bottom edge of the table (to add rows), or the right edge of the table (to add columns), until the pointer changes to the add rows pointer , or the add columns pointer , then drag away from the table.

Dragging to add table columns

To remove rows or columns:

Select the row or column or one or more cells in the row or column and do one of the following:

- In the Table tab of the Table Inspector, enter the desired number for Rows and Columns in the Table tab. (Rows are removed from the bottom of the table. Columns are removed from the right side of the table.)
- Click the Delete Column button , or the Delete Row button in the cell tab of the Table Inspector.
- Choose a delete command from the Special > Table menu.
- Choose Edit > Cut or Edit > Delete, or press Delete on the keyboard.

To replace table cells:

1 Select a single cell or a block of adjacent cells, and choose Edit > Copy.

2 Select the block of cells that you want to replace, and choose Edit > Paste to replace the contents of a similar block of cells in a table.

Note: *Your target selection must match your source selection. For example, if you copy four cells in a row, you can only use your selection to replace the contents of another four cells in a row.*

Resizing columns, rows, and tables

The Select tab of the Table palette lets you review the size and units of every row and column within a table, as well as those of the entire table. You can then change these values in the document window by simply dragging a cell edge while pressing a combination of keys, or editing the table properties in the Table Inspector.

The Select tab of the Table palette also lets you identify and quickly fix conflicts in your column, row, and table sizes. These conflicts can occur when the dimensions of content within a table exceed the table properties or when the table properties do not add up properly. Use the Table palette to locate the problem, and then fix it in either the Table palette or the Table Inspector.

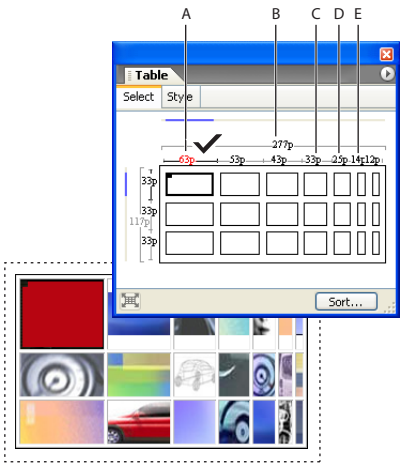
To identify table, row, and column sizes in the Table palette:

1 Select a table, row, column, or cell. In the Select tab of the Table palette, selected cells appear in bold outline, and blue lines mark the column and rows shared by the selection.

2 The width of the active table appears above the table outline between lines spanning the table's width. The table's height appears to the left of the table outline between lines spanning the table's height. Column sizes appear above each column and row sizes appear to the left of each row.

3 Table property sizes are shown in black, grey, or red characters to signify different value types:

- If the table, column, or row size is shown in grey characters, the size of the property is set to Auto in the Table Inspector. This means the size will automatically adjust to the minimum size needed to contain any content within the row, column, or table.
- If the size is shown in black characters, the size is defined either with pixels (when the value is followed by a "p") or a percentage (when the value is followed by a percent sign (%). A row or column size that is set to a percentage represents a percentage of the table height or width. A table dimension that is set to a percentage represents a percentage of the browser window.
- If the size is shown in red characters, the actual size of the row, column, or table dimension is larger or smaller than the displayed value, which is the size set in the Table inspector. For example, if the table width is set to 300 pixels, but the combined width of the table columns is less or more than 300 pixels, then the value of the table width will be shown in red.



Fixing a column size conflict
A. Size conflict **B.** Table width in pixel units **C.** Column width in pixel units
D. Column size in percentage units **E.** Column width in automatically resized pixel units

To fix table, column, or row size conflicts:

Do one of the following:

- To set a table property to the pixel size that it requires, in the Select tab of the Table palette, move the pointer over the red pixel value until it changes to the fix pointer ✓, then click.

- To set a table property to automatically resize as needed, select the table, column, or row that has a red pixel value and set the conflicted property to Auto or Percent in the Table Inspector. (Fix table size conflicts with the Width or Height properties in the Table tab of the Inspector. Fix row size conflicts with the Height property in the Cell tab of the Inspector. Fix column size conflicts with the Width property in the Cell tab of the Inspector.)

To resize a table:

Do one of the following:

- In the Table tab of the Table Inspector, choose an option from the pop-up menu for Width or Height, and enter the desired measurement value. Choose Auto to automatically adjust the width or height to the minimum size needed to contain any content within the table. Choose Percent to set the size of the width or height as a percentage of the browser window.
- To resize a table dimension using fixed pixel values, press Alt (Windows) or Option (Mac OS), and drag the right or bottom edge of the table. (If the Width or Height is already set to pixels, then it isn't necessary to press the Alt or Option key while dragging.)

To resize a row or column:

Do one of the following:

- Select a cell in the row or column that you want to resize. In the Cell tab of the Table Inspector, choose an option from the pop-up menu for Width or Height, and then enter the desired measurement. Choose Auto to automatically adjust the width or height to the minimum size needed to contain any content within the row or column. Choose Percent to set the size of the row or column as a percentage of the table size.
- To resize a row or column using fixed pixel values, press Alt (Windows) or Option (Mac OS), and drag the right or bottom border of a cell in the row or column that you want to resize. (If the row or column is already set to pixels, then it isn't necessary to press the Alt or Option key while dragging.)

Formatting tables using table styles

GoLive includes a variety of predefined table styles in the Style tab of the Table palette, which you can use to instantly format a table or portions of a table. You can apply a table style to your table and easily remove it if it doesn't meet your needs. You can also create your own table style, save it, and apply it to other tables on your Web pages so you can create a consistent appearance for tables throughout your Web site. Save different sets of table styles to a file that can be shared with others or import table styles for use with specific sites.

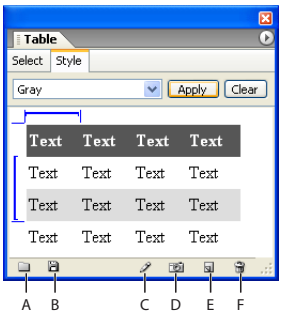
About table style attributes

Tables styles can contain the following attributes:

- In the Table tab of the Table inspector: Border, Color, Cell Pad, and Cell Space.
- In the Row tab of the Table inspector: Vertical Alignment, Horizontal Alignment, and Color.
- In the Cell tab of the Table inspector: Vertical Alignment, Horizontal Alignment, Color, Header Style, and No Text Wrap.

You create styles from existing tables. The style repeats based on the number of rows and columns in the original table. For example, if you create a style from a two-row by two-column table and apply it to a six-row by six-column table, the first row style is applied to the first, third, and fifth rows of the six by six table. Tables retain their existing property values if a new value isn't specified in the table style.

The Table palette displays a preview of a selected table style. Blue brackets indicate which rows and columns contain repeating styles. For example, a blue bracket around only the second and third rows indicates that the first row style is only applied to the first row, while the styles of the second and third rows repeat for all other rows.



Style tab of Table palette
A. Import Table Style button **B.** Export Table Style button
C. Rename Table Style button **D.** Capture Table Style button
E. New Table Style button **F.** Delete Table Style button

Note: *Table styles are not related to CSS styles. To apply CSS styles to a table, row, or cell, see* *"Formatting tables and table content with cascading style sheets" on page 181*.

Applying and editing table styles

You can quickly apply a table style to an entire table or selected table cells. You can edit or remove the tables styles listed in the Table palette or add new ones to it.

To apply a table style to a table or table area:

1 Select the table or portions of a table that you want to format using a table style.

2 In the Style tab of the Table palette, choose a table style from the pop-up menu.

3 Resize the blue bracket so that it marks the desired rows or columns to contain repeating styles. To resize a blue bracket, drag either end of it. The resizable area of the bracket is marked by blue lines at both ends of the bracket.

Note: *Depending on the table style, you may not be able to change which rows or columns contain repeating styles. For example, if the style of all columns is the same and a blue bracket marks the second column, you won't be able to resize the bracket to modify the style.*

4 Click Apply or choose Apply Table Style from the Table palette menu to apply the style to the table.

To remove a predefined style from a table or area of a table:

1 Select the table or portions of the table which you want to remove a predefined style from.

2 In the Style tab of the Table palette, click Clear; or, from the Table palette menu, choose Clear Table Style.

To add your own style to the Style tab of the Table palette:

1 Do one of the following:

- To create a new table style based on a table you've created, select the table and click the New Table Style button or choose New Table Style from the Table palette menu. Enter a name in the New Table Style dialog box and click OK.
- To create a new table style based on an existing table style, choose a table style in the Style tab of the Table palette, and then click the New Table Style button or choose New Table Style from the Table palette menu. Enter a name in the New Table Style dialog box and click OK.
- To replace a table style with the appearance of a table you've created, choose a table style in the Style tab of the Table palette, and then click the Capture Table Style button or choose Capture Table Style from the Table palette menu.

To rename a table style:

Choose the table style and then click the Rename Table Style button or choose Rename Table Style from the Table palette menu.

To remove a style from the Style tab of the Table palette:

1 In the Style tab of the Table palette, choose a style from the pop-up menu.

2 Click the Delete Table Style button or choose Delete Table Style from the Table palette menu.

To export or import table styles:

Do one of the following:

- To export a set of table styles, choose Export Table Styles from the Table palette menu, name the file with a .xml extension, and then click Save.
- To import a set of table styles, choose Import Table Styles from the Table palette menu, and then open a table styles file with a .xml extension in the filename.

To undo or redo a table style selection:

Choose Undo Select Table Style or Redo Select Table Style from the Table palette menu.

Formatting tables using the Table Inspector

A well-designed table lets you control the layout of content on your Web page and present information in a visually effective way. GoLive lets you precisely format a table by setting table, row, or cell properties in the Table Inspector. Properties in the Table tab of the Table Inspector affect the entire table, and properties in the Row and Cell tabs only affect the current selection.

Formatting tables to your own specifications can take some time and effort. You can save and reuse a table on other pages by dragging it to the Snippets tab of the Library palette. (See "Using snippets" on page 313.)

Formatting tables

The properties in the Table tab of the Table Inspector let you set a variety of properties that affect all of the cells in the table, and let you set the alignment of the table relative to its surroundings. You can also import text into the table, add a caption, or convert the table into a layout grid.

Note: *In addition to setting options in the Table Inspector, you can customize the appearance of a table by applying a predefined table style to it. For more information on applying predefined table styles, see "Formatting tables using table styles" on page 173.*

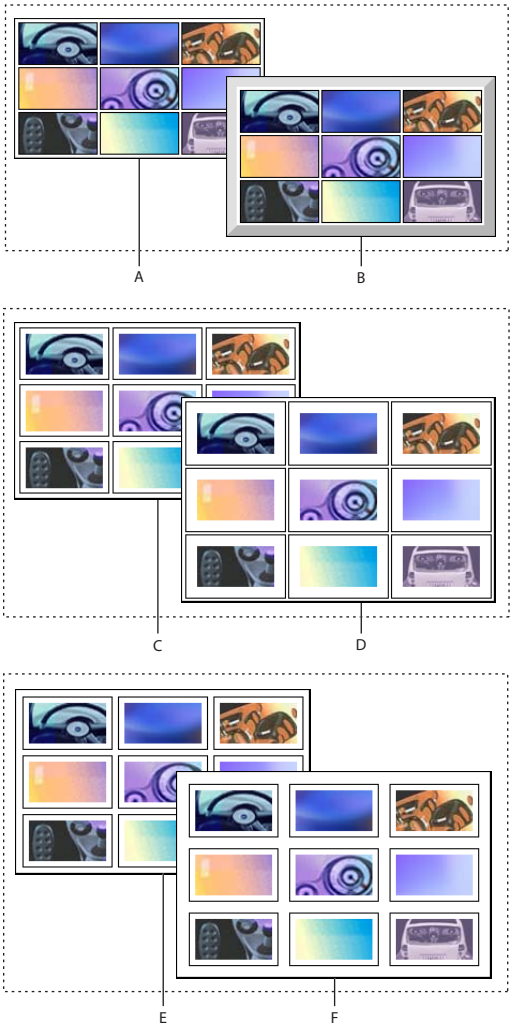
To format a table:

1 In the Table tab of the Table Inspector, enter the desired Border width value.

If you set the border width to 0, the borders appear as a solid or dashed outline in the Layout Editor but do not appear in the browser. To hide the border that outlines tables with no border while you design in the Layout Editor, choose View > Hide Invisible Items.

2 To change the amount of vertical and horizontal space that appears between cell walls and content within the cells, enter a number for Cell Pad value.

3 To change the size of cell walls, enter a number for Cell Space value.



Border, Cell Pad, and Cell Space table properties compared
A. Border of 1 pixel **B.** Border of 10 pixels
C. Cell pad of 5 pixels **D.** Cell pad of 10 pixels
E. Cell space of 5 pixels **F.** Cell space of 10 pixels

4 Select Color to apply a background color to the table. To set the color value, do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the color field or click the black triangle in the lower right corner of the color field, and then select a color from the color swatches that appear.
- Click the color field and then select a color from the Color palette that appears. (See "Using color" on page 67.)

If a table cell doesn't contain text or other content, the table background color won't display while viewing the page in the Layout Editor or in some browsers. To display background color in empty cells, insert a nonbreaking space into the cell. (See "Adding spacers, nonbreaking spaces, or transparent GIFs" on page 163.)

5 Choose an option from the Align menu to align the table with respect to the document window. Choose Left or Right to have surrounding text or objects wrap to the side of the Table. Choose Default to have surrounding text or objects wrap along the bottom edge of the table. (You can't use the Align menu to align a table on a layout grid.)

6 Select Caption to add a caption to the table,
and then choose a location for the caption from the menu.

7 To apply a background image to the table, select BgImage and then reference an image in the text field.

Formatting rows

The properties you set in the Row tab of the Table Inspector affect all of the cells located in the selected row, including any cells that span downward into other rows.

To format a row or selection of rows:

1 Select the rows or a cell within a row that you want to format.

2 In the Row tab of the Table Inspector, choose a property from the Vertical Alignment pop-up menu to set the vertical alignment of content within the row. Default aligns the content vertically according to the browser's preferences.

3 Choose a property from the Horizontal Alignment pop-up menu to set the horizontal alignment of content within the row. Default aligns the text horizontally according to the browser's preferences.

4 Select Color to apply a background color to the row. To set the color value, do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the color field or click the black triangle in the lower right corner of the color field, and then select a color from the color swatches that appear.
- Click the color field and then select a color from the Color palette. (See "Using color" on page 67.)

5 Choose an option from the Height menu to change the height of the row, and then enter the desired measurement. Choose Auto to automatically adjust the height to the minimum size needed to contain any content within the row. Choose Percent to set the height as a percentage of the table height.

Formatting and merging table cells

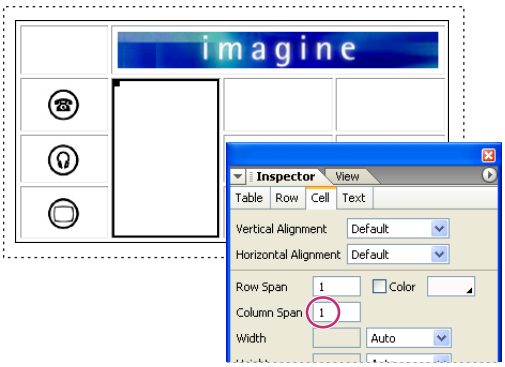
Most of the properties you set in the Cell tab of the Table inspector will only affect selected cells, and others enable you to merge cells from different rows and columns. Buttons at the bottom section of the Cell tab let you add or delete columns and rows.

Note: *When you merge cells, the data from the first cell is kept and the data from the other cells is deleted. If you later split a cell you've previously merged, the deleted data does not reappear.*

To merge cells:

Do one of the following:

- Select two or more cells that are adjacent to one another and choose Special > Table > Merge Cells.
- Select a single cell, and choose Special > Table > Merge Cells Right or Merge Cells Down.
- To merge two or more cells in a column, select the topmost cell that you want to merge and enter the number of rows to span in the Row Span text field in the Cell tab of the Table Inspector, or press Shift+Down Arrow to extend the cell one row down at a time.
- To merge two or more cells in a row, select the leftmost cell that you want to merge and enter the number of columns to span in the Column Span text field in the Cell tab of the Table inspector, or press Shift+Right Arrow key to extend the cell one column to the right at a time.



Cell spanning three rows

To reduce or unmerge a cell:

Select a cell that is merged with other cells, and do one of the following:

- Press Shift+Up Arrow key to shorten the cell one row up at a time.
- Press Shift+Left Arrow key to shrink the cell one column to the left at a time.
- Choose Special > Table > Reduce Merge Left or Reduce Merge Up.
- To unmerge all cells in the merged cell, choose Special > Table > Split Cell.

To format a cell or selection of cells:

1 Select the cells you want to format.

2 In the Cell tab of the Table Inspector, choose a property from the Vertical Alignment pop-up menu to set the alignment of content within the cells. Default aligns the text vertically according to the browser's preferences.

3 Choose a property from the Horizontal Alignment menu to set the horizontal alignment of content within the cells. Default aligns the text horizontally according to the browser's preferences.

4 Select Color to apply a background color to the selection. To set the color value, do one of the following:

- Click the black triangle in the lower right corner of the color field, and then select a color from the color swatches that appear.
- Click inside the color field and then select a color from the Color palette. (See "Using color" on page 67.)

5 Choose an option from the pop-up menu for Width or Height to adjust the height or width of the cell, and enter the desired measurement. Choose Auto to automatically adjust the width or height to the minimum size needed to contain any content within the row. Choose Percent to make either dimension a percentage of the table size.

Note: *When you adjust the height or width of the cell, GoLive automatically adjusts the width or height of the entire row or column that contains the cell.*

6 Select Header Style to format the cell as a subheader, which treats content within it using a table heading style.

7 Select No Text Wrap to suppress automatic text wrapping in the cell.

8 Select BgImage to apply a background image to the cell, and then select an image file.

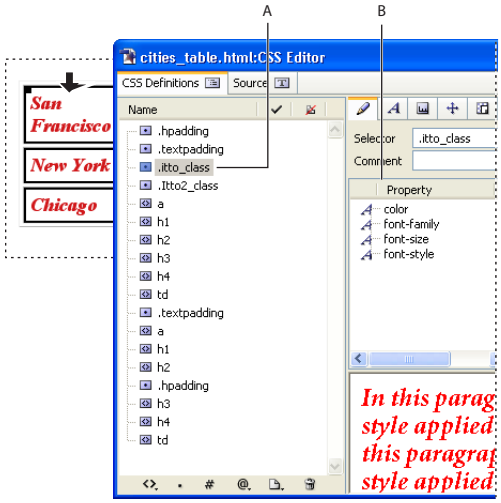
Selecting and linking text

You can use the Text tab of the Table Inspector as you would use the Text Inspector—to link selected text. You can also use it (and the other tabs in the Table Inspector) as a quick way to toggle between the text and the cell, row, and table that contains it.

Formatting tables and table content with cascading style sheets

You can use cascading style sheets (CSS) to set the properties of tables and content within a table. CSS styles can either apply automatically to all tables in the page or to specific tables or cells. After you create a CSS style, you can modify it, and the properties of all tables and cells that use the CSS style will be updated. CSS can be written in one Web page as an internal style sheet or as a separate external style sheet file that can be used by multiple pages. (See "About cascading style sheets" on page 212.)

Note: *Some properties in the CSS Editor, such as those in the Background tab, will affect the table, whereas other properties, such as those in the Font tab, will affect content within a table cell. For example, if a CSS style defines a Font color property, and the style is applied to a table cell, any text within the cell will display the color property but the table cell will not.*



Class style applied to a table column
A. Class style properties in the CSS Inspector
B. Class style listed in CSS Editor

To create a CSS element style that is automatically applied to all tables, rows, or cells in a page:

Do one of the following:

- Create an HTML element style named after the <table> tag to set the properties of all tables in a page.
- Create an HTML element style named after the <tr> tag to set the properties of all table rows in a page.
- Create an HTML element style named after the <td> tag to set the properties of all table cells in a page.

For more information, see "Creating HTML element styles" on page 220.

To create a style and apply it to selected tables, rows, or cells:

1 Create a class style. (See "Creating class styles" on page 222.)

2 Select a table, row, cell, or group of cells.

3 Do one of the following in the CSS palette:

- Select under the <table> column that is adjacent to the style name to apply the class to a selected table.
- Select the <td> column that is adjacent to the style name to apply the class to a selected row, column, or group of cells. (If a row or column is selected, the <td> column name will be followed by the number of cells in the selection).

For more information on applying class styles, see "Applying styles" on page 233.

Adding text to tables

GoLive provides a variety of ways to add text to a table. Besides typing text directly in a table cell, you can copy and paste text from another application, drag text between cells or other containers, and import data from a text-only file.

When you import data into a table, you need to begin by formatting data in a text-only file in a way that GoLive accepts. For a single-celled table, you should simply format the data in the other application as you'd like it to appear in the table. For a multiple-celled table, you should format the data so that each line represents the contents of a row and contains column separators (tabs, commas, spaces, or semicolons) to separate the data between columns. Most spreadsheet and database applications can export data to a text-only file in one of these column-separated formats.

Rather than setting up a column-separated file to import data, you can simply copy the data from cells in another application and paste it into a GoLive table. Rows and columns will be added to the GoLive table as needed.

To copy and paste blocks of text:

1 Do one of the following:

- In GoLive, select the text that you want to copy, and choose Edit > Copy.
- Copy a block of text from within another application.

2 In GoLive, place an insertion point in a table cell, and choose Edit > Paste.

To drag text:

In GoLive or a different application, select the text you want to copy and then drag it to an empty table cell in GoLive.

To import tab-delimited text into a table:

1 Select the table on the page.

2 Do one of the following:

- In the Table Inspector, click Import, select the text file that contains rows and columns of text separated by tabs, and click Open.
- Choose Special > Table > Import Tab-Delimited Text.

GoLive places the text into table cells according to how many tabs (for columns) and paragraphs (for rows) there are in the text.

This feature is useful for quickly adding data to a table that you have exported from a database or spreadsheet as a tab-delimited text file.

To export text in a table to tab-delimited text:

1 Select the table.

2 Do one of the following:

- In the Table tab of the Table inspector, click Export. Give the file a name and click Save.
- Choose Special > Table > Export Tab-Delimited Text.

Sorting table content

You can sort the order of rows in a table so that the contents of one or more columns appears in numerical and alphabetical order, or you can sort the order of columns in the table so that the contents of one or more rows appears in numerical and alphabetical order. You can apply the sort to an entire table, specific rows, specific columns, or specific cells. For example, if you sort the order of rows in a table and the top row contains column headings, you can apply the sort to all rows in the table except for the top row.

GoLive performs the sort first in numerical order and second in alphabetical order. It considers the case of characters when performing the sort. By default, GoLive performs the sort in ascending order. If desired, you can specify for the sort to be done in descending order.

To sort the contents of a table:

1 Select a table or group of cells you want to sort, and choose Special > Table > Sort Table.

2 In the Sort Table dialog box, choose rows or columns from the Sort pop-up menu. Choose Rows if you want the contents of one or more columns to appear in numerical and alphabetical order. Choose Columns if you want the contents of one or more rows to appear in numerical and alphabetical order.

3 In the Sort By pop-up menu, do one of the following:

- If you chose Rows in step 2, choose the primary column with contents that you want to appear in numerical and alphabetical order.
- If you chose Columns in step 2, choose the primary row with contents that you want to appear in numerical and alphabetical order.

4 From the adjacent pop-up menu, select Ascending or Descending to specify the sorting order.

5 In the first Then By pop-up menu, do one of the following:

- If you don't want to specify a secondary column or row to be used in the sort criteria, choose None.
- If you chose Rows in step 2, choose the secondary column in the table with contents that you want to appear in numerical and alphabetical order.
- If you chose Columns in step 2, choose the secondary row in the table with contents that you want to appear in numerical and alphabetical order.

6 From the adjacent pop-up menu, select Ascending or Descending to specify the sorting order.

7 In the second Then By pop-up menu, do one of the following:

- If you don't want to specify a tertiary column or row to be used in the sort criteria, choose None.
- If you chose Rows in step 2, choose the tertiary column in the table with contents that you want to appear in numerical and alphabetical order.
- If you chose Columns in step 2, choose the tertiary row in the table with contents that you want to appear in numerical and alphabetical order.

8 From the adjacent pop-up menu, select Ascending or Descending to specify the sorting order.

9 From the pop-up menu at the bottom of the Sort Table dialog box, choose Sort Whole Table to sort the entire table. Choose Sort without Header to not include the first row when the table is sorted. If only a portion of a table is selected, you can choose Sort Selection Only to only sort the selection instead of the entire table.

Converting tables to layout grids

You can easily convert a table to a layout grid in the Layout editor. Nested tables and cells in the parent table that contain text or an object convert to layout text boxes, which can be easily dragged around the layout grid. Alternatively, you may choose to convert a layout grid to a table if you wish to edit and tweak the layout grid's various table properties with the Table Inspector. See "Converting a layout grid to a table" on page 143.

To convert a table and any nested tables to a layout grid:

In the Table tab of the Table Inspector, click Convert. If desired, customize the appearance of the layout grid and layout text boxes. For information, see "Using the layout grid" on page 138 and "Adding content to the layout grid" on page 139.

Formatting Text

About formatting HTML text

When you add text to your Web pages, it starts out as simple HTML paragraph elements. You can make the text more interesting and easier to read by dividing it up into sections and using HTML headings for the structure. You can add form, color, and presentation to the structure (and to individual words within the structure) using cascading style sheets (CSS) or HTML text formatting attributes. You can also format text as hypertext links that jump to anchors within the page or to other pages. (See "Linking files" on page 61.)

GoLive provides three main methods for formatting text on your Web page.

Using cascading style sheets Cascading style sheets let you define text formatting attributes once and instruct Web browsers to reuse the definitions whenever text on a page refers to them. (This saves your pages from having lots of source code on them and makes them faster to download.) Style sheets give you more design control than you get with basic HTML—letting you define color, typography, alignment, page positioning, fonts, borders, and more. It's easier to update your site's appearance using style sheets—when you change a style in a style sheet, the change is instantly updated in all pages containing text that refers to the style. (See "About cascading style sheets" on page 212.)

Individually applying HTML text attributes You can use the Type menu and the toolbar for applying HTML structuring and formatting attributes to text. The toolbar includes attributes for headings; bold, italic, and teletype; alignment, text size and color; and numbered and bulleted lists. The Type menu provides these options and more, including options for creating and applying font sets. The context menu for selected text also provides a quick way to apply certain formatting attributes. (See "Using context menus" on page 31.)

Using the HTML Styles palette As you apply individual HTML formatting attributes to text in your pages, you can save them (or capture them) as a group in the HTML Styles palette, and then use the palette to reapply the group of attributes to other text in your site in one step. The palette contains several predefined HTML styles to give you an idea of the type of HTML styles you can make. To save an HTML style in the HTML Styles palette, you can either capture attributes from formatted text or choose them from a menu when you create a new HTML style. Unlike CSS styles, HTML styles are not linked to text, so changing an HTML style does not affect any text that the HTML style was applied to.

You can save separate sets of HTML styles from the HTML Styles palette and import them into the palette when you want to use them. For example, you can save a set of HTML headings and basic text structuring attributes, use the HTML Styles palette to quickly apply them to your text, and then use your cascading style sheets to modify and enhance them.

Using both CSS and HTML text attributes Pages that use cascading style sheets load in the browser window much faster than pages that are individually formatted with HTML text attributes—but CSS is not supported by older browsers (including Netscape Navigator 3.x or earlier and Internet Explorer 3.x or earlier). To cover a wider range of Web browsers, you may want to format your text first using HTML structure elements and attributes, making it look good for older browsers that don't support CSS, and then use style sheets to build on the HTML structuring, making it look great for those browsers that support CSS.

HTML text structure elements that work well with cascading style sheets include headings (such as the <h1> element), block quotes (creating block indents), and lists (default numbered or unnumbered lists).

However, some HTML text formatting attributes, such as the font element, are known to cause problems with browsers trying to interpret style sheets. In those cases, it's best to apply those attributes using CSS styles. (See "Applying fonts, type sizes, and color to text" on page 194.)

To avoid browser problems, you can add a browser switch script to your pages that redirects browsers to alternative pages strictly formatted with either HTML text formatting attributes or CSS. (See "Adding browser-switch scripts" on page 58.)

Adding text to Web pages

You can add text to your page by typing directly in the document window, copying text from another application and pasting it into the page, or importing text from another application into a table on the page (see "Adding text to tables" on page 182.) You can also add text to the page using containers, such as layout text boxes on a layout grid or in layers. Containers make it easy to rearrange the position of the text on the page by moving or aligning the boxes. To add text to a layout grid, you must use a layout text box. See "Adding content to the layout grid" on page 139.

By default, when you drag to select an entire paragraph of text, GoLive does not select the enclosing element tags (for example and). As a result, when you copy the selected paragraph and paste it into the page, the text doesn't become a new paragraph. You can use the markup tree bar in the Layout Editor to quickly select the enclosing tags.

To add text directly to a page or container on the page:

1 Click inside the page, layout text box, table cell, or layer to place the insertion point.

2 Type the text, or choose Edit > Paste to paste any text that you copied.

You can also drag selected text from another page into the document window or from your collection of site assets in the Library palette. (See "Using snippets" on page 313 and "Using components" on page 311.)

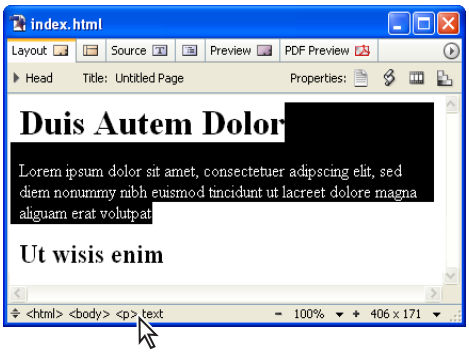
To copy text:

In the Layout Editor, select the text that you want to copy, and choose Edit > Copy. You can also hold down Ctrl (Windows) or Option (Mac OS) and drag the selected text to create a copy at a new location.

To copy a paragraph of text, including the element tags (and):

1 Click anywhere in the paragraph that you want to copy.

2 Click the tag (, <h1>, etc.) in the markup tree bar at the bottom of the document window.



Click a tag in the markup tree bar to select the entire element.

3 Choose Edit > Copy.

Formatting paragraphs

GoLive provides a variety of ways to structure paragraphs of text. You can create headings and subheadings, align or indent paragraphs from the left and right margins, or create a numbered or unnumbered list from multiple paragraphs. You can also control the flow of text in paragraphs by suppressing text wrapping to keep text on the same line or adding a line break to control how text breaks around an adjacent object. Then, once you've formatted the structure of your paragraphs, you can use cascading style sheets to build on the structured text. (See "Creating HTML element styles" on page 220.)

Using HTML paragraph formats

You can add structure to your text by using HTML paragraph formats. You can choose from the following formats:

- Use Heading formats to replace the tag with any of the six HTML heading tags: <h1>, <h2>, <h3>, <h4>, <h5>, or <h6>. Most Web browsers use a diminishing character point size to display the sequence of headings, where <h1> is the largest and <h6> is the smallest size.
- Use the Address paragraph format to apply the <address> tag to a paragraph that contains the author's e-mail address.
- Use the Preformatted paragraph format when you want to retain the integrity of character and line spacing in a paragraph. This is useful for evenly lining up numbers in a column or presenting source code with its proper spacing. Browsers display all text within the <pre> and </pre> tags in a monospaced font.
- Use the Paragraph format to apply the default paragraph format in the browser's preferences.
- Use the None paragraph format when you want to remove the and tags from a range of text.

All paragraph formats work well with cascading style sheets. (See "Creating HTML element styles" on page 220.)

To format a heading, address, or preformatted paragraph:

1 Click anywhere in the paragraph that you want to format.

2 Choose a format from the Type > Paragraph Format menu or the Paragraph Format pop-up menu on the toolbar.

When you're setting up your pages to use with cascading style sheets, drag these formatted paragraphs into the HTML Styles palette so you can quickly apply headings or other paragraph structures to other text. (See "Saving HTML styles" on page 198.)

To reset the current paragraph to the default format selected in the browser's preferences:

Choose Type > Paragraph Format > Paragraph.

To remove the and tags from the current paragraph:

Choose Type > Paragraph Format > None.

Besides using the History palette or choosing Edit > Undo, you can use the HTML Styles palette to remove a paragraph format (such as the Address element) from your

text. By choosing Clear Paragraph Styles from the palette menu, all styles applied to a selected paragraph are removed. (See "Applying or removing HTML styles" on page 200.)

Formatting lists

You can format paragraphs as numbered, unnumbered, or definition lists, and create hierarchies within the lists. The list options include Arabic numerals, Roman numerals, letters of the alphabet, and different types of bullets. For definition (or glossary) lists, you can format paragraphs as the term or the definition of the term.

When using cascading style sheets, first format your paragraphs of text using a default list format in the Type > List menu, and then use a style sheet to enhance the bullets or numbers. (See "Creating HTML element styles" on page 220.)

To format paragraphs as a list:

1 Select the paragraphs that you want to format.

2 Choose a list option from the Type > List menu.

To format the hierarchy within the list:

1 Select a paragraph in the list.

2 Choose Increase List Level or Decrease List Level from the Type > List menu.

When you apply the Decrease List Level option to a paragraph that's at the first level in the hierarchy, GoLive resets the paragraph to a plain style.

3 Choose a list option from the Type > List menu to assign a different leading character to the paragraph.

Aligning or block-indenting a paragraph

You can align a paragraph to the left side, center, or right side of the page or container (such as a layout text box). You can also apply the <blockquote> tag to indent the paragraph from its left and right margins without affecting its alignment. If you're using cascading style sheets, make sure that the type of alignment matches with the corresponding CSS style.

You can align, or wrap, text around images or other objects on the page or inside a layout text box, table cell, or layer. (See "Repositioning, aligning, or distributing objects" on page 141.)

To align or block-indent a paragraph:

1 Click anywhere in the paragraph that you want to align or indent.

2 Do one of the following:

- Choose an alignment from the Type > Alignment menu. Choose Default Alignment to remove any existing alignment from the paragraph.
- Click the Align Left button, the Align Center button, or the Align Right button on the toolbar.
- To incrementally increase or decrease the space between the paragraph and its right and left margins, choose Increase Block Indent or Decrease Block Indent from the Type > Alignment menu.

Aligning images or objects within text

You can make paragraphs of text appear to wrap around an image or other object, or create other effects such as a title or caption for a picture, by aligning the image or object within the text. You can also use line break and nobreak elements to control the way that a line of text breaks around an image or object. (See "Controlling text flow on a page" on page 191.)

Keep in mind that the text wrap around the image or object will appear differently depending on the platform and browser preferences. (See "Displaying font sizes across platforms" on page 196 and "Previewing files" on page 37.) You can use the View palette to view profiles of the layout on different platforms. (See "Setting view options for page layout" on page 55.)

To wrap text around an image or object:

1 Place the image or object at the beginning or within a line of text.

2 Select the image or object and choose Left or Right from the Alignment pop-up menu in the Inspector.

3 Drag the image or object up or down to the position that looks best within the paragraph.

To change the alignment of an image or object within a line of text:

Select the object and choose one of the following options from the Alignment pop-up menu in the Inspector:

- Default aligns the object with the baseline of text or adjacent objects in the line or the left side of the document window or container.
- Top, Middle, or Bottom aligns the top, center, or bottom of the object with the top, center, bottom, or baseline of text or adjacent objects on the line.
- Left, or Right aligns the left or right side of the object with the left or right side of the line, document window, or container. Any text in the line moves to the left of the object. If there are no other objects or text in the line, the object aligns with the left or right side of the window or container.

- Text Top aligns the top of the object with the top of text (the top of the tallest character) in the line.
- Abs Middle, Baseline, or Abs Bottom aligns the center or bottom of the object with the absolute middle (half way between the top and the bottom), text baseline, or absolute bottom (including text descenders below the baseline) of text or objects in the line.

Controlling text flow on a page

You can control how text flows by inserting line break (<br>) or nobreak (<nobr>) elements at the end of the lines in a paragraph. For example, when you want a line to break at a particular word, you can use the line break element to force all browsers to break the line there regardless of the size of the browser window. When you want to keep two words together and never break them up regardless of the size of the window, use nobreak elements.

You can use the clear attribute together with the line break element to cause a broken line to clear an image before it continues on in the text flow.

Also, by using line break elements, you can control the spacing between paragraphs rather than letting Web browsers determine how much space is needed.

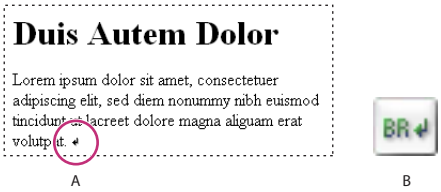
To insert the nobreak element:

1 Select the words in the paragraph that you want to keep on the same line.

2 Choose Type > Nobreak.

To insert the line break element:

1 Drag the Line Break icon from the Basic set in the Objects palette to the line, or double-click the icon to insert the line break at the insertion point.



The line breaks at the same position regardless of browser window size.
A. Line break marker **B.** Line Break icon

To control how text breaks after an object in the line:

1 Select the line break marker.

2 In the Line Break Inspector, select Clear and choose an option from the pop-up menu:

- All to move the text after the line break to the bottom of any object in the line.
- Left to move the text after the line break to the bottom of a left-aligned object.
- Right to move the text after the line break to the bottom of a right-aligned object.

Note: *When wrapping text around an object inside a layer, the object must be left-aligned or right-aligned for the Clear attribute to work as expected in the HTML text flow.*

Formatting text characters

You can apply HTML physical and structural attributes to inline text that does not affect the rest of the paragraph. These attributes work well with cascading style sheets to further enhance the formatted text. (See "Creating a style sheet" on page 214.)

Applying HTML physical attributes to inline text

Physical text attributes, such as italic for text that needs special emphasis or bold for text that needs a strong pronouncement, let you define the appearance of selected text without assigning a structural classification. All Web browsers interpret the italic and bold attributes in basically the same way. (For information on using CSS styles to apply these attributes, see "Setting Font properties" on page 226.)

Physical text attributes include the following:

- Plain text is the basic format for standard HTML text. It can be overridden by style sheets.
- Italic tells browsers to use an italic or oblique typeface. If the typeface is not available, highlighting, reverse video, or underlining may be used.
- Bold tells browsers to use a bold typeface. If that is not available, browsers might use something like reverse video or underlining.
- Underline tells browsers to underline text, spaces, and punctuation. (This attribute may be removed from the next version of HTML.)
- Strikeout tells browsers to put a line through the middle of text. (This attribute may be removed from the next version of HTML.)
- Superscript is used to display text one-half of a character higher than the rest of the text.
- Subscript is used to display text one-half of a character lower than the rest of the text.
- Teletype (tt) tells browsers to display text in a monospaced typeface.
- Blink is a Netscape extension for reversing the background and foreground colors of text to make text appear to blink on and off.

Note: *Older browsers may not support these physical attributes other than the basic set: plain, bold, and italic.*

To apply an HTML physical attribute to text:

1 Do one of the following:

- Select the text that you want to format. Then choose an option from the Type > Style menu, click the Bold button **B**, the Italic button *I*, or the Teletype button **T** on the toolbar, or choose an option from the Style context menu.
- Choose an option from the Type > Style menu and start typing. The style remains in effect even after you press Enter or Return.

To remove all existing HTML physical attributes from the selected text:

Choose Type > Style > Plain Text.

Applying HTML structural attributes to inline text

Structural text attributes (also known as HTML content-based styles) let you define selected text in meaningful categories, such as text that needs special emphasis or a strong pronouncement. Web browsers vary in their interpretations for structural attributes as appropriate for their users. For example, one browser may use italics for the Emphasis attribute, while another browser may use boldface. Another browser used by the blind or physically impaired may use a loud voice.

Using CSS styles in your style sheets, you can build upon these structural attributes. For example, to emphasize a word, use the Emphasis element to apply HTML structure to the text and then use a CSS style to make the word big and bold. (See "Creating HTML element styles" on page 220).

- The Emphasis attribute is most commonly used to emphasize text. In most browsers, the selected text appears italicized.
- The Strong attribute is used for strongly emphasizing text. In most browsers, it makes the selected text bold.
- The Quotation (cite) attribute is used to identify the selected text as content taken from another source. Most browsers display quotations using a smaller font size and italics.
- The Sample attribute is used to place special emphasis on small character sequences taken out of their normal context. Most browsers display samples using a monospaced font.
- The Definition (dfn) attribute is used to define special terms or phrases, and to assist in creating a page index or glossary. Most browsers display definitions as plain text.
- The Variable (var) attribute is used most often in conjunction with the Code attribute to represent variable names or user-supplied values within the code. Most browsers display variables with an italicized monospaced font.
- The Code attribute is used for text that represents computer source code or other machine-readable content. Most browsers display code using a monospaced, teletype-style font such as Courier.
- The Keyboard (kbd) attribute is used to identify the selected text as text that is typed on the keyboard. Most browsers display keyboard entries using a monospaced font.

To apply an HTML structural attribute to text:

Do one of the following:

- Select the text that you want to format, and choose an option from the Type > Structure menu or the Style context menu.
- Choose a style from the Type > Structure menu and start typing. The style remains in effect even if you press Enter or Return.

To remove all existing HTML structural attributes from the selected text:

Choose Type > Structure > Plain Structure.

Applying fonts, type sizes, and color to text

You can apply fonts, type sizes, and color to selected text using CSS styles or HTML text formatting attributes. Font sets (groups of font choices for Web browsers) that you create appear in the CSS Editor and the Type > Font menu. When you use the Type > Font menu or the toolbar to apply font sets, relative sizes, or color attributes to selected text, GoLive places them inside the font element. Because the font element is known to cause problems with browsers interpreting style sheets, you may not want to mix your methods for applying these attributes. (For information on using CSS styles to apply these attributes, see "Setting Font properties" on page 226.)

Creating and applying font sets

Normally, HTML text on a page appears in the Web browser using the default proportional font that is set in the browser preferences. You can have more control of the font that the browser uses by applying a font set to your text. When displaying text formatted with a font set, the Web browser attempts to display the text using the first font listed in the font set, then the second font in the set, and so on. If none of the fonts in the set are installed on the viewer's computer, the browser displays the text using its default font.

The Type > Font menu lists all font sets available for the open page. Font sets saved with the GoLive application appear at the top of the menu by default. Font sets stored in the site project file appear only when their parent windows are open.

For information on storing font sets in the site project file and making them appear in the CSS Editor and Type > Font menu when the site window is open, see "Collecting font sets for a site" on page 316.

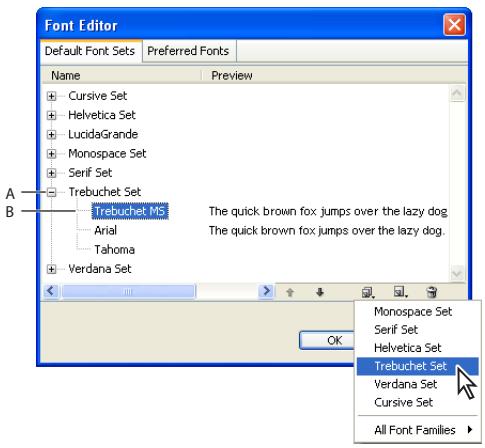
To create a font set:

1 Choose Type > Font > Edit.

2 In the Font Editor, click the Default Font Sets tab.

3 Click the Create New Font Family button and select the new font family from the list that appears.

The new font set appears in the list.



The font set's name is based on the first font in the set.
A. New font set **B.** New font

GoLive names the font set based on the name of the first font in the set. (You can customize the name of the font set by first adding the font set to your site and then using the Font Set Inspector to rename it. See "Collecting font sets for a site" on page 316.)

4 To add more fonts to the new font set, click the Add Font button . Then choose another font from the pop-up menu.

5 Use the Up button or the Down button to move fonts up or down in the font set. (The order that the fonts appear in the list determines the order that the Web browser attempts to use them.)

6 Click OK.

To edit a font set:

1 Choose Type > Font > Edit.

2 In the Font Editor, select the Default Font Sets tab.

3 Select the font set, or one or more fonts in the set. To select multiple fonts, Shift-click. To select multiple noncontiguous fonts, Ctrl-click (Windows) or Shift-click (Mac OS).

4 Do any of the following:

- To add a new font, click the Add Font button . Then type a name for the new font in the text box or choose a font name from the pop-up menu.

Depending on what you selected, the new font is added to the bottom of the list in the font set or above the selected font in the list. The name of the new font is based on the name of the selected font set or font.

- To change the name of the selected font, enter a new name in the text box or choose a font name from the pop-up menu.
- To create a copy of the selected font set or fonts, click the Duplicate button . The copy appears below your selection.
- To change the name of a font set, select the first font in the set. Then enter a new name in the text box or choose a font name from the pop-up menu.
- To change the order in which a font set or group of fonts is listed in the Font Editor, select the set or fonts and click the Up button or the Down button .
- To remove the selected font set or fonts from the list, click the Delete button .

5 Click OK.

To apply a font set to text using the Type > Font menu:

1 Select the text that you want to format.

2 Choose a font set from the Type > Font menu. Choose Default Font if you want Web browsers to use their default fonts.

For information on adding font sets to your style sheets, see "Setting Font properties" on page 226.

Editing the Preferred Fonts list

The Font Editor contains a Preferred Fonts tab. The Preferred Fonts tab lists the fonts that GoLive presents as font choices to the user.

To edit the Preferred Fonts list:

1 Choose Type > Font > Edit.

2 In the Font Editor, select the Preferred Fonts tab.

3 Select one or more fonts in the set. To select multiple fonts, Shift-click. To select multiple noncontiguous fonts, Ctrl-click (Windows) or Shift-click (Mac OS).

4 Do any of the following:

- To add a new font, click the Add Font button . Then type a name for the new font in the text box or choose a font name from the pop-up menu.
- To change the name of the selected font, enter a new name in the text box or choose a font name from the pop-up menu.
- To remove the selected fonts from the list, click the Delete button .

5 Click OK.

Displaying font sizes across platforms

Font sizes are relative to the font size preferences set in Web browsers. In addition, fonts in Windows are about one step larger than in Mac OS because of a difference in pixel resolution between platforms. To make sure that your page layout can handle a range of font sizes across platforms, here are some guidelines to follow when designing it:

- You can control the font size across platforms by using CSS styles. When specifying the font size for a style in a cascading style sheet, use pixels rather than points. Point sizes will vary on platforms due to pixel resolution, whereas pixels remain fixed. In the Font tab of the CSS Editor, choose Pixel from the Size pop-up menu. (See "Setting Font properties" on page 226.)
- Before publishing your page on the Web, preview it at a variety of font sizes on a variety of platforms and browsers. You can also use the View palette to view a simulated preview of your page in a Web browser for Windows or Mac OS. (See "Setting view options for page layout" on page 55.)
- Don't use HTML heading attributes (such as h1's) with relative font sizes. The relative font size can cause the heading to wrap and adversely affect your page layout.
- Use layout text boxes to control the amount of space that appears between text and an image. When text appears at a smaller or larger font size than what you used for the page layout, the image moves up and down as the text resizes.
- Keep in mind that a layout text box doesn't decrease in size when the text appears at a smaller font size than what you used for the page layout. As a result, extra space can appear between the text in the box and objects below the box. However, a layout text box does increase in size to accommodate the text when the text appears at a larger font size than what you used for the page layout. When the box increases in size, objects below the box are moved downward on the page. (However, by using pixels for the font size in a CSS style, the font size will display the same on all platforms, and therefore the size of the layout text box need not change.)
- Keep in mind that the default font size displayed in the Layout Editor does not necessarily reflect the actual size of text in a Web browser, and neither does changing the default font size in the Font preferences affect the actual font size of the page. (The Font preferences are for setting the GoLive display fonts only.)

Applying relative font sizes

Text formatted with a relative font size appears at a size related to the size set in the Web browser's preferences. Most viewers have their browsers configured to display text at 12 points. By applying a relative font size to text, you can make it appear the same as, smaller than, or larger than the default size set in the browser's preferences, or at a smaller or larger size in relation to the default size or the base font size of the document.

Note: *The relative size attributes are part of the font element, which is known to cause problems with browsers interpreting style sheets. Apply font sizes to text using CSS styles instead. (See "Setting Font properties" on page 226.)*

To apply a relative font size to text:

1 Select the text that you want to format.

2 Choose a relative font size from the Type > Size menu or the Font Size pop-up menu on the toolbar:

- Choose a size between 1 and 7 to display a size relative to the browser's preferences. Size 3 displays text at the default font size set in the browser's preferences, sizes 1 and 2 display text at a smaller size, and sizes 4 through 7 display text at a larger size.
- Choose a size between +1 and +7 to display text at a size that's larger than the default or base font size of the document (+1 displays text one font size larger and so on).
- Choose a size between -1 and -7 to display text at a size that's smaller than the default or base font size of the document (-1 displays text one font size smaller and so on).

Adding color to text

You can add color to selected text without affecting the overall text color in the page. When you use the toolbar or the Swatches or Color palette to apply color, GoLive places the color attribute within the font element. Because the font element is known to cause problems with browsers interpreting style sheets, you may want to use a CSS style to add color instead. (See "Setting Font properties" on page 226.)

You can set the default color for text and the various stages of hypertext links without using the font element or a style sheet. (See "Setting the default color for text or links in a page" on page 70.)

To add color to text:

1 Select the text that you want to color.

2 Do one of the following:

- Click the lower right corner of the Set text color field on the toolbar and select a color from the swatches that appear. (The swatches displayed reflect the current settings in the Swatches palette.)
- Click the Set text color field on the toolbar and use one of the color sliders to select a color from the Color palette. (Choose Only Web Colors from the Color palette menu to select only Web safe colors). You can also click a color in the Recently Used Colors list.
- Choose Window > Swatches to open the Swatches palette, and then select a color.

GoLive applies the color to the selected text. If you selected text at the end of a line, the color remains in effect after you press Return or Enter and continue typing.

You can also color selected text by dragging a color from the Colors tab in the site window to the selection in the page. (See "Using site colors" on page 315.)

To remove color from selected text:

Select the text and do one of the following:

- Choose Type > Remove Color.
- Click the lower right corner of the Set text color field on the toolbar and choose Remove Color.

Saving HTML styles

You can use the HTML Styles palette to save formatted text as custom HTML styles and then apply the HTML styles to other text. The HTML Styles palette also lets you create new HTML styles based on formatting options you choose or HTML attributes and values you type. You can save HTML styles for paragraphs or inline text, and specify whether to supplement or replace existing formatting when you apply the HTML styles to text. You can also share a set of HTML styles with others working on the same site project.

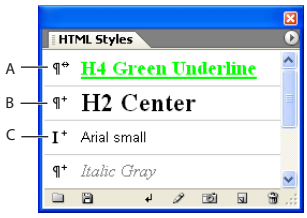
The HTML Styles palette is useful for quickly adding structure to your text that cascading style sheets can then refer to. You can set up a page of text, format it with headings, default lists, block indents, and structural attributes for inline text (such as the emphasis element) and save them in the HTML Styles palette. You can export them from the palette as their own set in an XML file and then import them when you want to use the set. Then you can save the page as stationery or a page template (see "Using page templates" on page 305 and "Using stationery" on page 312) that opens whenever you want to create a new page (see "Setting preferences for opening pages" on page 42).

About the HTML Styles palette

GoLive provides several custom HTML styles that appear already in the HTML Styles palette. Each HTML style in the list has a custom name and displays its formatting attributes (such as its color, font, and size). Symbols in the left column indicate the HTML style type—whether the HTML style will be applied to inline text or an entire paragraph and whether the HTML style will supplement (add) or replace the text. You can use the HTML Styles palette to export and import sets of HTML styles to and from XML files.

To display the HTML Styles palette:

Choose Window > HTML Styles.



Symbols indicate whether an HTML style will add to or replace a paragraph or an inline text attribute.
A. Replaces selected paragraph
B. Adds to selected paragraph
C. Adds to selected inline text

Creating and editing HTML styles

You can create an HTML style based on formatted text in the page, formatting options you choose in the Basic tab of the New Style dialog box, or HTML attributes and values you enter in the Advanced tab. You can save HTML styles as paragraph or inline text styles and set them to either add to existing formatting or replace it.

You edit an HTML style by changing any of its options or attributes in the Edit Style dialog box or applying captured attributes of selected text to the HTML style.

To create a new HTML style:

1 If you want to base the new HTML style on text that's already formatted, select the formatted text in the page.

2 In the HTML Styles palette, click the New Style button .

3 In the New Style dialog box, enter a descriptive name for the HTML style in the Name text box.

4 To specify the text formatting attributes for the new HTML style, do one of the following:

- Click the Basic tab and choose formatting options such as Font, Size, or Color.
- Click the Advanced tab and click the New Tag button to add a tag to the top of the scrolling list. For the selected tag, enter a name, attribute, and its value in the text boxes below the list.

If you selected formatted text in step 1, the formatting attributes appear in the New Style dialog box. The preview pane at the bottom of the dialog box reflects the combined attributes of
the style.

5 Click the Apply as Inline button I or the Apply as Paragraph button ¶ for the HTML style type. Inline text styles apply to selected text only and paragraph styles apply to the entire paragraph regardless of what is selected in the paragraph.

Note: *The heading, address, preformatted, and align attributes can only be saved as paragraph styles, not as inline text styles. Clicking the Inline Text button will cause GoLive to reset the attributes to "Paragraph."*

6 Choose Add or Replace from the Apply Mode pop-up menu. Styles with the Add apply mode are applied to text in addition to any existing formatting. Styles with the Replace apply mode replace the existing text formatting.

7 Click OK.

To edit an HTML style:

1 Select the HTML style in the HTML Styles palette.

2 Do any of the following:

- To replace it with the formatting attributes of text that's selected on the page, click the Capture button.
- To change its formatting attributes, style type, or apply mode, click the Edit Style button to open the Edit Style dialog box. The preview pane at the bottom of the dialog box reflects your changes to the HTML style. Modify your selections as desired and then click OK.

To remove an HTML style from the HTML Styles palette:

In the HTML Styles palette, select the HTML style that you want to remove and click the Delete button.

Exporting or importing HTML styles

You can export the current HTML styles from the HTML Styles palette to an XML file and save it as a separate set. When you import a set of HTML styles from an XML file into the HTML Styles palette, all HTML styles in the palette are overwritten by the imported HTML styles. By default, predefined HTML styles that come with GoLive are stored in an html.xml file in the Adobe GoLive application's Settings > Styles folder.

To export your current set of HTML styles:

1 In the HTML Styles palette, click the Export button.

2 Enter a filename, select a file location, and click Save.

To import a set of HTML styles:

1 Create a copy of your current set of HTML styles by exporting them to an XML file. (Otherwise, they will be overwritten by the imported HTML styles.)

2 Do one of the following:

- In the HTML Styles palette, click the Import button. Select the XML file containing the set of HTML styles that you want to import, and click Open.
- Drag the XML file containing the set of HTML styles that you want to import from your desktop to the HTML Styles palette.

Applying or removing HTML styles

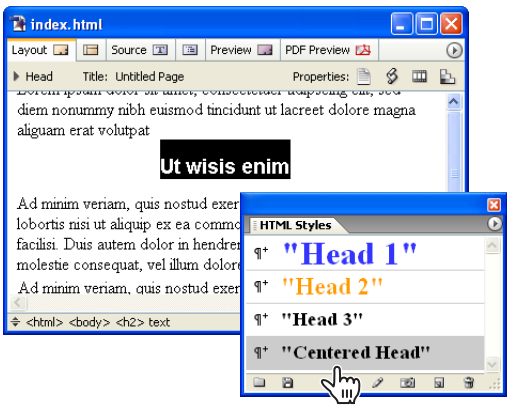
The symbols to the left of each HTML style listed in HTML Styles palette tell you whether the HTML style is for inline text selections or paragraphs. Paragraph styles are applied to the entire paragraph that contains the selected text or insertion point. The symbols also indicate whether the HTML style will completely replace the formatting of the text or just get added to it. You can apply more than one HTML style to selected text and you can remove all the HTML styles at once.

To apply an HTML style to text:

1 Select the text or click anywhere in the paragraph that you want to format.

2 In the HTML Styles palette, do one of the following:

- Drag an HTML style from the palette to selected text on a page.
- Double-click an HTML style to apply it to a selection.
- Select an HTML style and click the Apply Styles button ↵.



An HTML style can apply several HTML attributes to text at once.

To remove all HTML styles from selected text:

In the HTML Styles palette, choose Clear Inline Styles or Clear Paragraph Styles from the palette menu.

Note: *To remove an HTML style application, you can also use the History palette or choose Edit > Undo Apply Style. (See "Using the Undo, Redo, and Revert to Saved commands" on page 37.)*

Checking spelling

You can check the spelling of a single page or an entire site. If you are checking a site, GoLive opens each page that contains a questionable word and closes each page when you're done checking it. GoLive automatically ignores the HTML when checking spelling.

When GoLive questions the spelling of a word, you can add the word to a personal dictionary and it will be recognized as correct in the future. You can create a personal dictionary for each language that you have installed.

To check the spelling in a page or site:

1 Select the Layout Editor tab, Source tab, or the site window.

2 Choose Edit > Check Spelling.

3 Set spelling checker options:

- Choose a spelling checker language from the Language menu.
- Select From Top to start checking at the top of an open page rather than at the i nsertion point.

- Expand More Options and specify conditions for the search, such as to ignore numbers.

4 To check the spelling in multiple files, select Check in Files and do one of the following:

- Choose a site from the Files From menu.
- Choose custom from the Files From menu and click Add Files to create a custom list.

5 Click Start.

GoLive displays a suggestion for the first questionable word in the text box.

6 To change the questionable word, do one of the following:

- Click Change to use the first suggestion.
- Double-click another suggestion in the Suggestions list box.
- Edit the suggestion in the text box and then click Change.

7 To accept the questionable word, do one of the following:

- Click Ignore to allow a single occurrence of the word.
- Click Ignore All to allow the questionable word for the current session. GoLive ignores all occurrences of the word in the page or site.
- Click Learn to add the questionable word to your personal dictionary. GoLive recognizes the word as correct in the future.

8 Click Delete to delete a questionable word from the page.

9 If you are checking a site, click Next File to quit checking the current page and start checking the next page in the site.

10 To stop checking at any time, click Stop.

To edit a personal dictionary:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Click Spell Checker in the left pane of the Preferences dialog box.

3 Choose a language set of spelling rules from the Personal Dictionary pop-up menu in the right pane of the dialog box.

4 To edit a word in the list, select it and change it in the text box below the scrolling box, and then press Enter.

5 To add a word, click the New Word button, type the word in the text box, and press Enter.

6 To delete a word, select it in the list, and click the Delete button.

7 Click OK.

Searching for text or HTML

Using the GoLive search tools, you can find and replace text or strings of HTML in any file throughout your Web site. You can search multiple files at a time, specify parameters for narrowing the search, and use wildcards in a search.

You can also use GoLive search tools to search for HTML elements with special conditions (see "Finding elements" on page 400), search for files in a site (see "Finding files" on page 128), and create and save extensive site queries based on a search (see "Generating queries" on page 129).

Searching in the current document

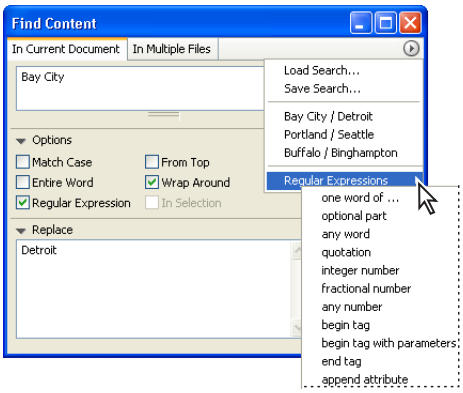
You can use the Find & Replace feature in the Layout Editor, Outline Editor, or Source Code Editor to search for text or strings of HTML code in the current document. Once you find what you're looking for, you can automatically change it to something else. You can also search for selected text without opening the Find & Replace Content window.

To find and replace text or HTML in the current document:

1 Choose Edit > Find, and click the In Current Document tab.

2 Do one of the following:

- Type or paste text or HTML into the Find text box.
- Select text or HTML in the document window, and drag it into the Find text box.
- Choose an item from a previous search from the Find & Replace palette menu.



Previously used search strings appear in the search history pop-up menu along with defined regular expressions.

3 Select options to ignore the case, look for entire words that are not embedded within other words, start searching from the top of the page, wrap around to the beginning of the search, or search for text using wildcards (regular expressions).

Note: *Do not use the Regular Expression option unless you understand wildcard searching. This powerful option can cause unexpected results, especially if you plan to search and replace multiple items. For more information, see* *"Using wildcards in a search" on page 206*.

4 Click the triangle to expand the Replace text box, and type in replacement text.

5 Click Find. GoLive highlights the first match, if any.

6 Do one of the following:

- Click Find Next to find the next occurrence of the text.
- Click Replace to replace the found text.
- Click Replace & Next to replace the text and find the next occurrence.
- Click Replace All to automatically replace all instances of the text in the document.

To search for another selection without opening the Find & Replace Content window:

1 In the Layout Editor or Source Code Editor, select the desired text in your document.

2 Choose Edit > Find Selection.

GoLive starts looking for the text from the current selection and highlights the next occurrence of the text using the current settings in the Find window.

You can also find and replace text without reopening or moving the Find window to the foreground by choosing Edit > Replace or choosing Edit > Replace & Find Next. These commands are only available if the item searched for was found and is still selected.

Searching in multiple files

You can search and replace text or strings of HTML in multiple files or an entire site without needing to open the files. (To specify search conditions for HTML elements, see "Finding elements" on page 400.)

Note: *If you plan to do a global search and replace in multiple files, you should be sure to make a backup of your files and site, especially if you are using wildcard characters.*

To find and replace text or HTML in multiple files:

1 Choose Edit > Find, and click the In Multiple Files tab.

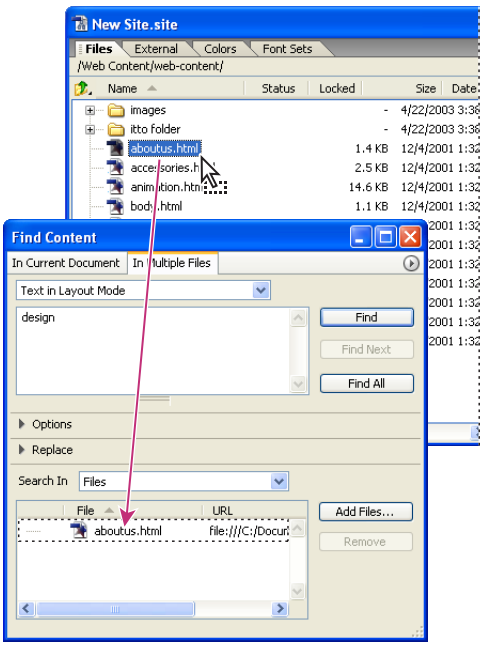
2 Choose one of the following:

- Choose Text in Layout Mode to search for plain text in Layout Mode only.
- Choose Text in Source Mode (encoded) to perform a text-based search in the document's source code.
- Code Elements searches for HTML code. For detailed information about using this option, see "Finding elements" on page 400.

3 Type the text or HTML code in the Find text box and the Replace text box, and then select search options.

4 Do one of the following to specify the search scope:

- To select a site or a site collection, open the site and choose Sites and Collections from the Search In menu. Select the site folders or collections you want to search.
- To select individual file(s) from a site, open the site window, choose Files from the Search In menu, and then drag the file(s) from the site window to the file list in the Search In section.
- To browse and select individual file(s), choose Files from the Search In menu and click Add Files. In the Add Files dialog box, click Add All or select the files you want searched and click Add, and then click Done.
- To search within a previous result set (an open list of matches that resulted from a previous search), choose Result List from the pop-up menu in the Search In section.



Drag files into the Find window to add them to the search.

5 Select options to ignore the case, look for entire words that are not embedded within other words, start searching from the top of the page, wrap around to the beginning of the search, or search for text using wildcards (regular expressions).

Note: *Do not use the Regular Expression option unless you understand wildcard searching. This powerful option can cause unexpected results, especially if you plan to search and replace multiple items. For more information, see* *"Using wildcards in a search" on page 206*.

6 Click Find.

GoLive shows you the first file found containing matching text and opens the file.

7 Do one of the following:

- Click Find Next to find or view the next match in the same or next document.

- Click Find All to find or view all matches. In the Result window, all files with matches are marked by a number appearing in the Hits column. Double-click a file with a hit count to open the file and show the first match highlighted.

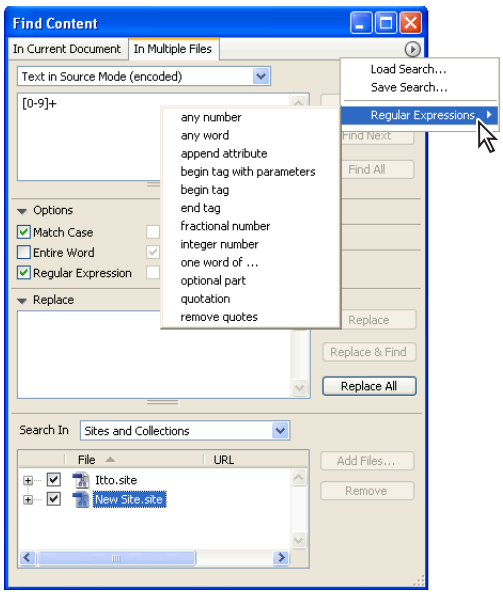
To save result sets from the Result window for use in another search:

Do one of the following:

- If you'd like to search within the result set, click Use Result in the Results window. You can remove files from the result set by selecting them and clicking Remove.
- Click Save Collection in the Results window if you'd like to save the results as a collection in the currently open site (a site must be open for the Save Collection option to be available). You can remove files from the Results window by clicking Remove before saving the collection. Saved collections are displayed in the Collections tab of the Site window (see "Using collections" on page 319).

Using wildcards in a search

When you select Regular Expression in the Find & Replace Content window, you activate wildcard searching. GoLive makes wildcard searching easier by allowing you to use editable wildcard patterns from the Regular Expressions pop-up menu in the Find & Replace Content window.



Wildcard patterns appear below the separator line in the search history menu.

To use wildcards in a search:

1 In the In Current Document or In Multiple Files tab of the Find & Replace Content window, choose a wildcard pattern from the Regular Expression pop-up menu at the top of the window or type a search string in the Find text box. (See the wildcard search options in the following table.)

2 Select Regular Expression.

3 Click Find.

Use these guidelines when wildcard searching:

- Characters that are used to specify wildcard options, such as "?","\","[", and "]", must be preceded by a backslash. For example, "\?" finds any question mark.
- The caret serves as a wildcard character only when it precedes a range of characters, as in "[^A-Z]".
- The dash does not act as a wildcard character if it precedes a range of characters, as in "[-ABC]" or "[^-ABC]". At any other location, it acts as a wildcard character indicating a "from…to" relationship.

The following table lists available wildcard search options:

Wildcard Option	Action
Wildcards for Single Characters	
.	Finds any single character.
[]	Finds any one of the characters in square brackets. For example: "[0123456789]" finds any digit. "[a-zA-Z]" finds any alphabetical character.
	Finds any one character in a range enclosed in square brackets. For example: "[0-9]" finds any digit.
[^]	Finds any character other than the characters following the caret symbol (^) in the brackets. For example: "[^ab]" finds any character, except for "a" and "b"
\d (or [0-9])	Finds any digit.
\D (or [^0-9])	Finds any character other than a digit.
\w (or [a-zA-Z])	Finds any character.
[a-zA-Z]+	Finds any word.
\W (or [^a-zA-Z])	Finds any character other than alphabetical characters.
\s (or [SPACE+\t])	Finds any white space (SPACE = space key).
\S	Finds any character other than a white space.
\r	Finds any line break (in HTML source code).
\t	Finds any tab character, such as indentations in HTML source code.
\x00 - \xff	Finds any character, as identified by its ASCII value. For example: "\X43" finds "C"
Quantifiers	
?	The question mark makes the preceding character or string (enclosed in parentheses) optional. For example: "(Adobe)?GoLive" finds "GoLive" and "Adobe GoLive".

Wildcard Option	Action
+	The plus sign finds one or more occurrences of the preceding character or search string in a row. For example: "ba+" finds "ba", "baa", "baaa", etc.
*	The star is equivalent to a "?" and a "+", and can result in a "not found" message if no occurrences are found. The character preceding the "*" is optional. For example: "ba*" finds "b", "ba", "baa", etc.
Other Search String Modifiers	
|	The vertical bar serves as a separator for alternative search strings. For example: "Adobe|GoLive|4.0" finds "Adobe", "GoLive", and "4.0".
()	Parentheses enclose a search string that serves as a definition for quantifiers. For more information, see the description of "?" above.
^	In source mode, the caret finds the start of a line. In the Layout Editor, it finds the beginning of a paragraph.
$	In source mode, the dollar sign finds the end of a line. In the Layout Editor, it finds the end of a paragraph.

Search String	Finds
Adobe|GoLive	"Adobe" or "GoLive"
m(i|a)ll	"mill" or "mall"
Adobe(GoLive)?	"GoLive" if the latter exists, else "Adobe"
</?HTML>	"<HTML>" and "</HTML>"
Ye+s	The word "Yes", containing any number of successive "e" characters, such as "Yes", "Yees", "Yeees", etc.
Michael J[a-z]*	Any string beginning with "Michael J", followed by any number of lowercase letters, such as "Michael Jones", "Michael Jamrosy", and "Michael Jordan"
<H[1-6]>	HTML headings H1 through H6, including "H1", "H2", "H3", etc.
<[a-zA-Z][a-zA-Z0-9]*>	Any start tag that has no attributes, such as "<P>", "<b>", "<H2>", "<ImaGe>"
<[a-zA-Z][a-zA-Z0-9]*[^>]*>	Any start tag, including those with attributes, such as "<image width=20>"

Using back-references in wildcard searches

Back-references let you replace a selection with part of the wildcard string you entered in the Find text box. A back-reference consists of a backslash character followed by a number, for example "\1","\2", and so on. The number refers to a subexpression (enclosed in parentheses) of the wildcard search pattern in the Find text box:

- "\1" refers to the first subexpression in the wildcard search pattern. This subexpression starts at the first opening bracket from the left and ends with the complementary closing bracket.
- "\2" refers to the second subexpression, which starts at the second opening bracket from the left and ends with the complementary closing bracket.

When you click the Replace button, each selection is replaced with the part of the matching text that has been recognized by the subexpression that the back-reference refers to.

For example, you enter the wildcard search pattern ((Adobe)?GoLive) in the Find text box to find any occurrence of "GoLive" or "Adobe GoLive". The "?" character makes the "Adobe" enclosed in the second pair of parentheses optional. If you enter the back-reference \1 CS in the Replace text box, the found text is replaced with the contents of the first pair of parentheses plus the letters CS. If the match is "Adobe GoLive", the result is Adobe GoLive CS. If the match is "GoLive", the result is GoLive CS.

Working with nonroman character sets

Your ability to switch between roman and nonroman character sets depends on your operating system.

In Windows versions earlier than 2000, you can't directly create nonroman (double-byte) Web pages using a roman (single-byte) operating system. However, you can import double-byte HTML files created with another operating system. You can then view the HTML source code in GoLive, although the double-byte text doesn't display correctly in the Layout Editor or Preview. Microsoft Internet Explorer 4.0 and later versions are able to display double-byte scripts, so you can preview double-byte files using the Show in Browser command in GoLive.

The Windows 2000 and XP operating systems with Microsoft Internet Explorer 6.0 or later let you view and create double-byte content without the entire native script operating system. You can custom install the Language Pack for the script you need. See your system documentation for further information.

Mac OS 9.1 and later operating systems include Multilingual Internet Access as an optional installation. This software lets GoLive display double-byte scripts, even without the native operating system. With the appropriate Language Kit custom installed, you can create and edit nonroman text. See your system documentation for further information.

Using double-byte text in GoLive (Windows 2000 and Mac OS only)

When you install the English version of GoLive, any page that you create defaults to the Western (Latin 1) encoding in Windows and the GL-Western encoding in Mac OS. If the text on your page will be created using any Western language (such as U.S. or British English, German, French, Spanish, or Swedish), you don't need to change this selection. You can type text directly in the document window. But to create content in a language with a different script system, you need the appropriate system resources and fonts. You must change the Encodings preferences to activate the language script you want to use so that it appears in the File > Document Encoding submenu. The supported document encodings are determined by the system software. The defaults include: Western, Multilingual UTF-16 and UTF-8, and Japanese encoding.

Setting language scripts and font preferences

The Encodings and Fonts preferences settings let you select the default language script, activate language scripts so they appear in the Document Encoding submenu, and set default fonts for languages.

Note: *Language scripts that are not activated and supported by the system software don't appear in the File > Document Encoding submenu.*

To activate encodings for language scripts:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and click the Encodings icon in the left pane of the Preferences dialog box.

2 In the right pane of the dialog box, select the desired language encoding option to activate it.

3 To make an encoding option the default,
select the name of the option, and then select Default Encoding, or simply double-click the option name.

The name of the default selection appears in boldface and underlined.

4 Select Use Charset Info to include the encoding and character set information in the Content attribute of the Meta element. When this option is selected, GoLive tries to recognize the encoding based on the characters used. Deselect this option to eliminate language information from the HTML page head section.

5 In the Scanning Limit Characters text box, enter the number of bytes that you want GoLive to search in order to find encoding and character set information when it opens a file. Deselect Use Charset Info to turn off this option automatically.

To select default fonts for a language script:

1 Click the Fonts icon in the left pane of the Preferences dialog box.

2 Click the triangle to expand the language script options.

3 For each option, choose a font and size from the Font and Size pop-up menus.

4 To preview your selection, click the Font Sample triangle (Mac OS).

5 Click OK, and restart GoLive.

Note: *Only installed double-byte fonts appear in the Font menu. See your operating system documentation for information on installing fonts.*

To create double-byte language pages:

1 If you are creating text in a non-Western language, make sure that you have installed the appropriate double-byte script system software and fonts.

2 Open a new document window.

3 Choose File > Document Encoding, and choose the appropriate language encoding option.

Be sure that it is equivalent to the internal operating system encoding—for example, Japanese (Shift JIS)—to add that meta information to the head section.

4 Proceed to add text to your page in GoLive.

Importing foreign-encoded text files

Before importing foreign-language files or text files from other platforms, you need to know the type of encoding they were written with. If the text was saved with an encoding not recognized by your operating system, it won't display properly. However, the HTML code is still valid. To insert foreign script, you must display your GoLive document in the Source Code Editor, and paste the double-byte text into it.

To import foreign-encoded text files:

1 Open a new document window.

2 Choose File > Document Encoding, and choose the language encoding of the file that you want to import.

This inserts the encoding information in the head section of the page. (For information on adding language encodings to the File > Document Encoding menu, see "Setting language scripts and font preferences" on page 210.)

3 Copy the text from the file that you want to import.

4 Return to GoLive, and display your GoLive document in the Source Code Editor.

5 Paste the copied text between the <body> and </body> tags. Make sure that you don't type over any of the HTML tags.

If your text contains characters that are used in HTML syntax, such as "<","">", and "&", you must use the proper HTML notation for special characters, such as "<",">", and "&"; otherwise, GoLive interprets them as HTML tags when it reads the text-only file.

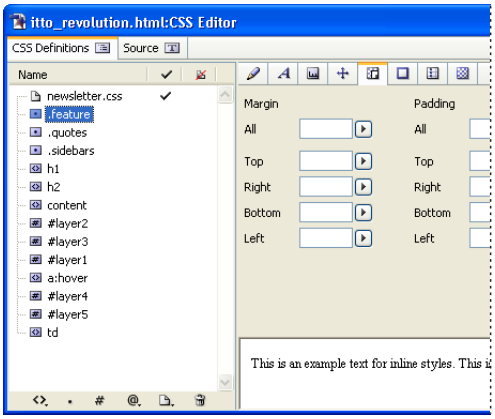
6 Choose File > Save As to save the page with the .html extension after the filename.

The text will not display properly without the necessary operating system and fonts. To preview the page, you must use a Web browser with the correct encoding running on the necessary operating system.

Using Cascading Style Sheets

About cascading style sheets

Cascading style sheets (CSS) simplify the maintenance of text properties and other attributes in a page and throughout a Web site. If a CSS style needs to be updated, you simply edit the style rule and all content that hosts the style will automatically reflect the new properties. With style sheets you can set text size to display more consistently across different platforms and control the position of content on a page with pixel-level precision. An external style sheet can be shared by an entire site, giving your pages a consistent presence and enabling you to update the site's styles with a single file. With HTML element styles you can automatically set the properties of HTML tags throughout a page or site. Class styles are more flexible because they can be applied to specific selections in a page and to different types of content, without relying upon a single tag.



Styles and external style sheets listed in the CSS Editor

One of the fundamental features of CSS is that style sheets cascade—in other words, several external style sheets, in addition to the internal style sheet, may define the properties of a single page and override one another according to certain rules of precedence. When several style sheets apply their formatting rules to a page, conflicts may arise. These conflicts are resolved by assigning a level of precedence to each style rule. Internal style sheets will override a rule in an external style sheet, and external style sheets are assigned a level of precedence relative to other sheets. By default, the Web page's style sheet overrides the browser's default values.

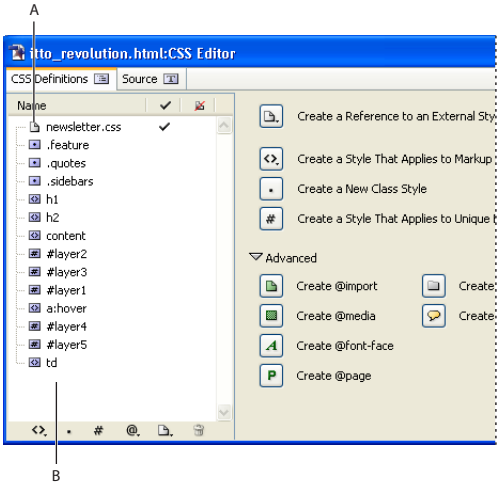
Some viewers can't see CSS style properties because their browser doesn't support CSS, the browser's CSS support has been turned off, or the browser is set to override page styles with a CSS file supplied by the viewer. In addition, Web browser support for CSS varies greatly between both browser vendors and browser versions.

About the GoLive CSS workflow

Use the CSS Editor to create CSS styles in a style sheet and to add external style sheets. Use the CSS palette or the inline CSS Style preview (an inline version of the CSS palette's Style Apply tab) to apply class styles to content in a Web page.

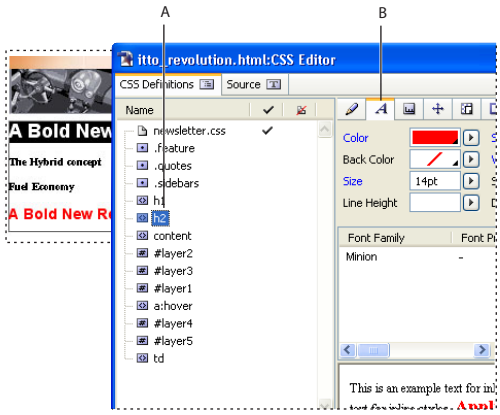
The typical workflow for building cascading style sheets in GoLive includes the following:

1 Use the CSS Editor to add CSS styles to a Web page, link to an external style sheet or create a new external style sheet. You can also import CSS styles from a different Web page or from an external style sheet.



Internal style sheet in the CSS Editor
A. External style sheet reference **B.** List of internal styles

2 Use the CSS Editor to define the properties of each CSS style. Properties that you can define include font sets, text size, border attributes, list attributes, background attributes, and absolute position coordinates.

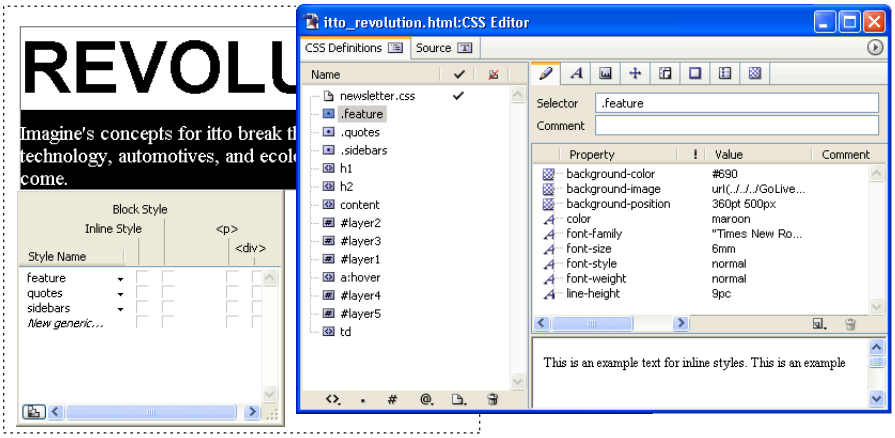


Define style properties in the CSS Editor
A. Selected style
B. Selected style's properties

3 If you're using an external style sheet, you can link to it from an individual Web page with the CSS Editor, or link multiple Web pages to it with the CSS palette and the site window.

4 Apply *class* styles to text and other items. You must manually apply class styles to selections in your page with the CSS palette. *Element* styles, in contrast, are automatically applied to HTML tags in your Web page.

5 You can continue to modify any style's properties with the CSS Editor. All content that uses the style will automatically reflect the changes.



Apply class styles to selections with the CSS palette.

Creating a style sheet

The first step in designing with cascading style sheets is to create the internal or external style sheet that contains your CSS styles. The CSS Editor lets you define the styles for an internal or external style sheet, and lets you reference external style sheets.

Creating internal and external style sheets

To create a style sheet, first determine whether the style sheet should be internal or external. An internal style sheet is written into the head section of a Web page and is typically used if the styles aren't used on more than one page. An external style sheet exists as a separate file, which is useful if you want multiple pages to share the same styles. In addition, GoLive lets you import the styles from an external style sheet into an internal style sheet or export an internal style sheet to an external style sheet file. You can use both an internal style sheet and external style sheets in a single Web page.

Note: *Except for their title bars, internal and external CSS Editors appear identical. An internal CSS Editor displays the Web page's file name in the title bar. An external CSS Editor displays the external style sheet's file name in the title bar.*

Create different external style sheets and apply each external style sheet separately to a page to quickly preview different sets of styles.

To create an internal style sheet:

1 Click the Open CSS Editor button in the upper right corner of the Layout Editor.

2 Add styles to the style sheet with one or more of the following methods:

- To create new styles, see "Creating CSS styles in a style sheet" on page 219.
- To reference an external style sheet file, see "Using external style sheets" on page 217.)
- To import styles from an external style sheet, see "Importing styles from an external style sheet" on page 220.

To create an external style sheet:

1 Do one of the following:

- To create a new external style sheet, choose File > New Special > Cascading Style Sheet. The external CSS Editor displays.
- To create an external style sheet based upon the styles of a page's internal style sheet, open the Web page, and click the Open CSS Editor button. Choose File > Export > Internal Style Sheet. Name the file using .css as the extension, and save the file to your site folder.

2 Add styles to the style sheet. (See "Creating CSS styles in a style sheet" on page 219.)

Note: *To reference an external style sheet in an external style sheet, use the @import button, see "Referencing external style sheets from an external style sheet" on page 218.*

3 Reference the external style sheet from one or more pages. (See "Using external style sheets" on page 217.)

To see all the pages that use an external style sheet, open the In & Out Links palette and then select an external style sheet in a site window.

To add comments to a style sheet:

1 In the CSS Definitions tab in the CSS Editor, click in a blank white area to display the Create buttons on the right side of the Editor.

2 Click Create Comment in the Advanced section.

3 With the comment selected under the Name column, enter comments in the text field on the right side of the CSS Editor.

Using the CSS Editor

The CSS Editor lets you create CSS styles, edit style properties, reference or create external style sheets, and preview how some style properties may appear. You can also use the Source tab in the CSS Editor to view and edit the style sheet source code.

To display the CSS Editor:

1 Do one of the following:

- Open a Web page and click the Open CSS Editor button in the upper right corner.
- Open an external style sheet that is named with the .css file extension.

2 To change the display on the right side of the CSS Editor in the CSS Definitions tab, do one of the following in the Name column:

- To display the Create buttons, deselect all styles.
- To display style properties, select a style.
- To display external style sheet properties (though not the style properties within it), select an external style sheet.

3 To display the style sheet source code, click the Source tab in the CSS Editor. To change the CSS source code color display, edit the Themes preference for CSS Syntax. (See "Setting Source preferences" on page 375.)

To set viewing options for the CSS Editor:

1 Open the CSS Editor.

2 To display a preview of a selected style's effect in the lower right pane of the CSS Editor, choose View > Preview Styles from the CSS Editor menu.

3 Choose one of the following from the CSS Editor menu's View submenu or select the options in the View palette:

- Folder for Sections separates the CSS Definitions tab of the CSS Editor into an Internal folder which lists internal styles, and an External folder which lists referenced external style sheets.
- Show Statement Filter to display the Show all Statements pop-up menu.

To edit the styles listed in the New Style submenu in the CSS Editor menu:

1 Choose New Style > Edit Style Examples from the CSS Editor menu.

2 In the exampleStyles.css CSS Editor window, do one of the following:

- To edit an existing style, select a style to edit under the Name column.
- To add a style to the list, use any method for creating a new style. (See "Creating CSS styles in a style sheet" on page 219.)

3 Edit the style properties in the CSS Editor. (See "Defining style properties" on page 225.)

4 When you are finished editing styles, choose File > Save and close the exampleStyles.css CSS Editor window.

Using external style sheets

If multiple pages share style elements, you can create an external style sheet that you reference from the individual pages. Using external style sheets helps to keep your page sizes small and lets you update the entire site's styles from within the single external style sheet.

The order of the external style sheets in the CSS Editor indicates their order of precedence (cascading order). Sheets that are lower in the list take precedence over sheets that are higher in the list.

To see all of the pages that reference an external style sheet in your site, select the style sheet file in your site window, and view all the references in the In & Out Links palette.

Referencing external style sheets from an internal style sheet

Use the CSS Editor to reference the external style sheets from the pages that use them.

To reference an external style sheet:

1 Do one of the following:

- To reference an external style sheet for a single Web page, in the CSS Editor click the New Link To External CSS button, or choose New Link To External CSS from the CSS Editor menu. Select the empty reference under the Name column and reference the external style sheet in the Reference text box.
- To reference an external style sheet for multiple Web pages, select two or more pages within the site window's File tab. In the CSS palette, click New Link To External CSS button and then reference an external style sheet in the text box.

2 Add additional external style sheets as needed.

3 To change the order of precedence of an external style sheet relative to other external style sheets referenced in the same page, drag the external style sheet to a new position in the Name column in the CSS Editor of the page.

To easily reference a style sheet document from a page within the same site, drag the style sheet file icon from the site window to either the page icon in the upper right corner of the page or to a page's CSS Editor.

To view or edit a referenced external style sheet:

Do one of the following:

- Double-click the external style sheet in the CSS Editor or the site window.
- Select the external style sheet in the CSS Editor and click Edit.

To replace an external style sheet reference:

1 In the Files tab of the site window, select the.css file you want to replace.

2 In the In & Out Links palette, use the pick whip that is adjacent to the .css file and reference a different style sheet document in the site window.

3 In the Change Reference dialog box, if necessary, deselect any files that you do *not* want to update, and then click OK.

All selected files in the Change Reference dialog box use the new external style sheet. Unselected files use the existing external style sheet.

To remove a reference to an external style sheet:

Do one of the following:

- In the CSS Editor of a page, select the external style sheet and click the Remove Selected Items button .
- Select one or more pages in the site window, and then select the external style sheet in the CSS palette and click the Remove Selected Items button.

Referencing external style sheets from an external style sheet

To reference an external style sheet from another external style sheet, you must use the @import rule.

To reference an external style sheet from another external style sheet:

1 Open the CSS Editor for the page or .css file that you want to reference the external style sheet.

2 In the CSS Definitions tab, click an empty area to display the Create buttons on the right side of the Editor.

3 Expand the Advanced section and click the Create @import button.

4 Do one of the following:

- Reference an external style sheet in the Reference text box.
- Click the Create button to create a new external style sheet. In the Save As dialog box, type a file name for the external style sheet, and click Save. Display the CSS Editor for the page that will reference the external style sheet you just created, and reference it in the Reference text box.

5 If the styles in the style sheet are designed for certain media (such as a speech synthesizer, braille device, or PDA) specify the media type in the Media text box.

6 Do any of the following:

- To edit the external style sheet, click Edit.
- To display the In & Out Links palette, click In & Out Links.

Creating CSS styles in a style sheet

You can create new CSS styles from scratch or import CSS styles from an external style sheet. There are three different types of styles you can define in a style sheet:

- *HTML element styles* are "hard-wired" to specific HTML tags. This means the style properties automatically apply to a tag, and any content it might enclose, wherever the tag appears in a Web page. This style type lets you display pages in CSS-enabled browsers exactly as you want them to appear. Simultaneously, browsers with no CSS-support, or incomplete CSS-support, will have the benefit of the HTML-based formatting that is inherent in the tag you specify in the style name. For example, if an HTML element style is named for the <h3> tag, any style properties you add to the style will be applied to any text that uses the Header 3 paragraph format in the page when viewed in CSS-enabled browsers. Browsers without CSS-support will display the text using the default Header 3 text properties.
- *Class styles* apply to selected text or objects in a document, similar to the way word processor styles function. Any number of elements inside the BODY section of a page can host a class style. If you modify the class style's properties, the changes affect all text and objects to which the style was applied. Class styles are more flexible than HTML element styles because a class style can be applied to multiple types of content and only to items you select. For example, you can apply a class style to some of the headings that use the Header 4 paragraph format in a page to distinguish them from other Header 4 headings in the page.
- *ID styles* define unique style properties for one element on a page. This style type is used if the style properties of an item must be distinct from all other items on the page. Consider using a class style instead since it can also be applied to a single item and is more flexible.

Two major style categories are used with cascading style sheets:

- *Simple Styles* match elements based on the element type and/or attributes, not the element's position in the document structure. H1 (all level 1 headers) and H1.headline (all level 1 headers with the CLASS attribute.headline) are examples of simple styles.
- *Contextual Styles* match elements based on their position in the document structure. A contextual style consists of several simple styles. H1.headline B (all level 1 headers with the CLASS attribute .headline and bold typeface) is an example of a contextual style consisting of two simple selectors, H1.headline and B.

Importing styles from an external style sheet

You can import styles from an external style sheet into a Web page's internal style sheet.

1 To import styles from an external style sheet:

2 Open the CSS Editor for the page to which you want to import the CSS styles.

3 Choose File > Import > External Style Sheet.

4 Select an external style sheet, and click Open. The external style sheet's styles are added to the list of internal styles in the CSS Editor.

Creating HTML element styles

One of the more powerful features of cascading style sheets is the ability to change the properties of a Web page based on its HTML elements (tags). By using *element* styles, you can enhance the presentation of a document and maintain downward compatibility as a courtesy to viewers with browsers that don't support CSS; browsers that support CSS display the enhanced formatting that CSS permits, while the browsers that don't support CSS display HTML-based formatting and structure.

You can use element styles in two different ways:

- Simple element styles reformat all instances of a particular element within your page. For example, if you create a style with the text property 36 point and name it with the <h1> tag, all text that uses that tag (the Header 1 paragraph format) will display with size 36 point.

- Contextual element styles reformat all instances of a particular element nested within another element. For example, if you create a style named with the <h1> <i> tags and assign the style a lime color, all text between <i> start and end tags (italic style) that are also within <h1> start and end tags will display in the lime color. (The proper style name for this example is "h1 i" without the quotation marks. If a comma is inserted in the style name, as in "h1,i" then any text between <h1> or <i> start and end tags will use the style.)

To create hypertext links that change color when the mouse pointer hovers over the link, use a contextual element style named after the <a> "link" tag. In the CSS Editor, choose a:hover from the New Element Style button's menu or the CSS Editor menu.

To create an HTML element based style:

1 In the CSS Editor, do one of the following:

- Click the New Element Style button <>.
- In the CSS Editor, choose a tag from the New Element Style button's menu.

To add a HTML tag to both menus, choose Edit Style Examples from the New Element Style button's menu. (See "Using the CSS Editor" on page 215.)

- Select an existing HTML element style in the CSS Editor, and choose Edit > Duplicate.

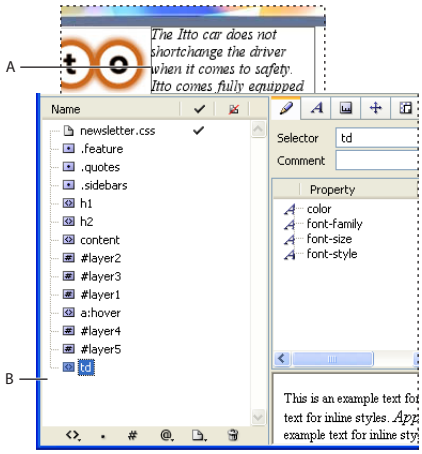
2 Select the new style in the CSS Editor, and select the Selector and Properties tab. If you didn't choose a tag in step one, type an HTML element (tag) name in the Name text box. If you want to apply the same properties to multiple elements, separate each element name with a comma in the Name text box.

Element styles use HTML start tags without the less than (<) and greater than (>) characters—for example, h2 for second-level headers, p for paragraphs, td for table cells, and the letter a for hypertext links. For more information on naming HTML element styles to format tables and table content, see "Formatting tables and table content with cascading style sheets" on page 181.

You can set the shared properties of all text in a page by creating an HTML element style that is named after the tags <body>, , and <td> (for table cells). Add one new HTML element style to the CSS Editor, and in the Basic set of the CSS Inspector, enter the name as "td, body, div" without the quotation marks.

3 In the CSS Editor, add style properties to the selected style. (See "Defining style properties" on page 225.)

Any properties you add are automatically applied to the HTML element that the style is named after wherever the tag appears in the page.



CSS Editor
A. Element style name **B.** Style properties
C. TD style is automatically applied to text in table cells in the page

Creating class styles

You can apply *class* styles to any number of selections in a page and most any type of content including a block of text, a single table cell, an image, and a layer. Typical uses of classes include distinctive formatting for headings, quotes, warning notes, or other special information-carrying items that need to stand out from the rest of the text. You can also use classes to create typographical effects, such as varying font sizes or font colors within a word.

To create a class style:

1 In the CSS Editor, do one of the following:

- Click the New Class Style button .
- Select an existing class style, and choose Edit > Duplicate.

2 Select the new style in the CSS Editor, and click the Selector and Properties tab . Type an alphanumeric name, preceded by a period in the Selector text box and with no spaces—for example, .myboldclass.

Important: *The leading period must precede the class style's name; otherwise, the style changes to an element style and can't be used.*

3 In the CSS Editor, add style properties. (See "Defining style properties" on page 225.)

To apply the class style, see "Applying styles" on page 233.

Creating media, font, and page rules

You can specify media, font, and page information using CSS rules:

- Use the @media rule to specify styles for different types of media. For example, use @media to specify the font size for print media and a separate font size for the screen.
- Use the @font-face rule to specify a font and its URL location to ensure the font will display on systems without it.
- Use the @page rule to specify the size of pages.

To create an @media, @font-face, or @page rule:

1 Open the CSS Editor for the page or .css file.

2 In the CSS Definitions tab, click an empty area to display the Create buttons on the right side of the Editor.

3 Expand the Advanced section and do one of the following:

- Click the Create @media button and choose the media type from the Media menu. In the Source tab, enter the property and value pairs for the rule. (See "Editing cascading style sheets manually" on page 224.)
- Click the Create @font-face button; then click the Create New Item button. In the Font Source tab, specify the URL of the font, and in the Font Styling tab, specify font properties.
- Click the Create @page button. Choose a selector from the Selector menu, and then choose the type of marks you want from the Marks menu. Enter the margin and size settings for the selector.

Creating ID styles

Unlike classes, which you can apply to an unlimited number of items in a page, an ID style lets you apply a specific style only once in a document. Use IDs for a unique paragraph or range of text, such as a headline, warning message, or other text that needs unique and very restrictive treatment to distinguish it from other content in the page.

GoLive layers use ID styles to define their properties. If your document contains layers, the document's CSS Editor lists an ID style for each layer. You can use the CSS Editor to edit many layer properties, such as border size and style, that are not available through the Layer Inspector. (Many of these properties are not available in the Inspector because some browsers may not consistently support them at this time.)

To create an ID style:

1 In the CSS Editor, do one of the following:

- Click the New ID Style button #.
- Select an existing ID style, and choose Edit > Duplicate.

2 Select the new style in the CSS Editor, and click the Selector and Properties tab. Type a unique alphanumeric ID name in the Name text box, preceded by a pound symbol(#) and with no spaces—for example, #myheaderid.

Important: *The pound symbol must precede the id style's name; otherwise, the style changes to an element style and can't be used.*

3 In the CSS Editor, add style properties. (See "Defining style properties" on page 225.)

4 To apply the ID style, you must hand-edit the source code of your page. (See "Applying styles" on page 233.)

Removing styles or external style sheets

You can remove styles or external style sheets from a Web page with the CSS Editor.

To delete a style or external style sheet from a Web page:

1 Select one or more styles or external style sheets in the CSS Editor; press Shift to select adjacent items or press Ctrl to select nonadjacent items.

2 Click the Remove Selected Items button in the CSS Editor.

Editing cascading style sheets manually

If you prefer to manually edit the source code of your cascading style sheets, you can do so in the Source tab of the internal or external CSS Editor.

Use the following basic guidelines when editing your style sheets in the Source tab of the CSS Editor.

Begin each style on a new line. Use the following basic CSS syntax definitions:

Class styles The syntax consists of a period followed by a unique class name, and a property: value definition enclosed by braces:

```
.classname { property: value }
```

HTML element styles The syntax consists of an HTML tag, without the angle brackets < >, followed by a property: value definition enclosed by braces:

```
tag { property: value }
```

ID styles The syntax consists of a pound symbol (#) followed by a unique alphanumerical name, and a property: value definition enclosed by braces:

```
#idname {property: value}
```

If a style has more than one property: value pair, separate each pair with a semicolon. For example:

```
.classname { property: value; property: value}
```

For more information on editing cascading style sheets, see "Creating CSS styles in a style sheet" on page 219 and "Defining style properties" on page 225.

Defining style properties

After you have added a style to your cascading style sheets, you set the properties of the style in the CSS Editor, which contains all of the style properties that GoLive supports. Some style properties are automatically inherited by items contained within the item that hosts a style.

The CSS Editor includes properties that cover the major part of the CSS specification, with the exception of some style options that browsers don't consistently support. If a property you want to add is not included in the CSS Editor, you can enter the property and value in the Selector and Properties tab or manually in the Source tab of the CSS Editor.

If multiple styles will share a set of properties, you can set the shared properties for each style simultaneously. In the CSS Definitions tab of the CSS Editor, Shift-click to select every style that will share the properties, and then set the shared properties in the CSS Editor.

About property inheritance

Content and tags contained within an item that hosts a style will automatically inherit the inheritable style properties. If you assign a style to an HTML tag or a selection in your document, any tags and content contained between the start and end tags or within the selection will inherit those style specifications. For example, consider an HTML element style named after the <h1> tag (Header 1 paragraph format) and given a blue color property. If the page has text that uses the Header 1 paragraph format, and some of that header text is also italicized with the <i> tag, the italicized text will inherit the blue properties of the <h1> start and end tags that contain it.

<h1>This is a heading of <i>size one<i>.</h1>

If we create an additional HTML element style named after the <i> tag and apply a pink color property to it, the <i> tag HTML element style will take precedence over the <h1> tag HTML element style because the <i> tags are nested within the <h1> tags. The italicized text would display in pink, and the rest of the heading would display in blue.

Inheritance can also impact the value of a style. The value of a style property can be given as a percentage that refers to a property that precedes it. In the following example, the line-height value of 120% is determined by the font-size property that precedes it in the style sheet.

H1 { font-size: 24pt }

H1 { line-height: 120% }

Children of H1 will inherit the computed value of line-height and be set to 28.8 pt, but they will not inherit the percentage.

When applying a style property to your pages, make sure you test it in all major browsers that support CSS. For more information on browsers that support CSS, visit the World Wide Web Consortium's Cascading Style Sheets Home Page at http://www.w3.org/Style/CSS/.

About relative, absolute, and percentage units

There are two types of length units: relative and absolute. Relative units specify a length relative to another length property. Style sheets that use relative units will scale more easily from one output medium to another (for example, from a computer display to a laser printer). Relative units may also reduce the differences in font size that occur when a page is viewed on different platforms.

The following relative units are supported:

- *pixel* is relative to the resolution of the computer display. This unit is best for reducing size display differences between browsers on Windows and Mac OS.
- *em* represents the height of the style item's font.
- *ex* represents the Height of the letter x.
- % Percentage values are always relative to another value—for example, a length unit.
- Keywords such as XX-small through X-large specify font size relative to the parent element.

Absolute length units are only useful when the physical properties of the output medium are known.

The following absolute length units are supported:

- Inch (in) is equivalent to 2.54 centimeters.
- Centimeters (cm).
- Millimeters (mm).
- Point (pt) is equivalent to 1/72 of an inch.
- Pica (pc) is equivalent to 12 points.

Some properties allow negative length units, but this may complicate the formatting and there may be browser-specific limitations.

Setting Font properties

The Font Properties tab in the CSS Editor lets you define a font family and make font style settings, including color, font size, and line height. As you set font property options, a preview of the text properties displays in the lower right section of the CSS Editor.

To edit the font properties of a style:

1. Select a style in the CSS Editor and click the Font Properties tab.
2. To set the text color, do one of the following:
- Choose a color from the color field menu.
- Choose a color name from the Color menu.
- Click the color field, and then select a color from the Color palette.
3. To display a color behind text, do one of the following:
- Choose a Web-safe color from the Back Color color field menu.
- Choose a color name from the Back Color menu.
- Select the Back Color field, and then select a color in the Color palette. To set the font size, choose an absolute, relative, length unit, or a percentage from the Size menu. If you choose a length or percentage unit, enter a font size or percent in the Size text box.

For more information on units, see "About relative, absolute, and percentage units" on page 226.

Choose Pixel units to ensure that a font size will display the same across the Mac OS and Windows platforms.

4 To set the distance between the baselines of two adjacent lines of text, choose a unit from the Line Height menu, and enter a number in the text box.

5 To choose the style's preferred font family and alternate fonts and font families to use if the font is not available on the viewer's system, do one of the following:

- To add a font set, choose a set from the New Font Family menu . After choosing a font family, each font from the font set is listed with a plus sign to the left of the font.
- To add a font, click New Font , and then choose a font from the Font menu or enter a font name in the text field.
- To change the order of preference, select an entry in the list, and then click the Move Item Upwards and Downwards buttons to shift the selection. A font that is higher in the list takes precedence over fonts that are lower in the list. If none of the listed fonts is available on the viewer's system, a font that matches a listed font specification, such as sans serif, is used.
- To change a font in the list, select the listed font and then either type a different font name in the text field or choose a font from the pop-up menu .

6 To set the font style, choose a font style from the Style menu.

7 To set the font weight, choose a font weight from the Weight menu. Values of 100–300 are lighter than normal, and values of 500–900 are heavier than normal. Lighter and Bolder apply font weights that are relative to the weight inherited from the parent item.

8 To set text-decoration properties, select any of the following Decoration options: None, Underline, Strike (to display a line through text), Overline (to display a line above text), or blink.

To remove underlines from hyperlinked text, create an HTML element style named "a" after the <a> tag that is used for links. In the Font set of the CSS Inspector, set the style's Decoration property to None.

Setting Text properties

The Text set of the CSS Inspector lets you define spacing, case, and alignment properties for the selected style. For more information on units, see "About relative, absolute, and percentage units" on page 226.

To edit the text spacing, case, and alignment properties of a style:

1 Select a style in the CSS Editor, and click the Text Properties set.

2 To set the horizontal alignment, choose an option from the Text Alignment menu.

3 To use small caps, choose Small Caps from the Font Variant menu.

4 To specify inheritance, choose Inherit from the Font Variant menu.

5 To specify the text case, choose an option from the Transformation menu.

6 To set the text indentation, choose a unit of measurement from the Text Indent menu, and then enter a value in the Text Indent text box.

7 To set word spacing, choose a unit of measurement from the Word Spacing menu, and enter a value in the Word Spacing text box. (This option adds to the default word spacing.)

8 To set letter spacing, choose a unit of measurement from the Letter Spacing menu, and then enter a value in the Letter Spacing text box. (This option adds to the default letter spacing.)

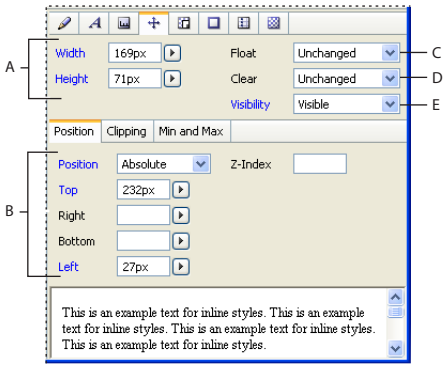
9 Choose an option from the Vertical Align menu:

- % raises or lowers the line-height property of the item relative to its parent. Enter a value followed by the percent symbol (%).
- Baseline aligns the baseline of the style item with the baseline of the parent.
- Sub subscripts the style item.
- Super superscripts the style item.
- Top aligns the top of the style item with the tallest item on the line (relative to the formatted line that the style item is a part of).
- Text Top aligns the top of the style item with the top of the parent's font.
- Middle aligns the vertical midpoint of the style item (typically an image) with the baseline plus half the x-height of the parent.
- Bottom aligns the bottom of the style item with the lowest item on the line (relative to the formatted line that the style item is a part of).
- Text Bottom aligns the bottom of the style item with the bottom of the parent's font.

Setting Block properties

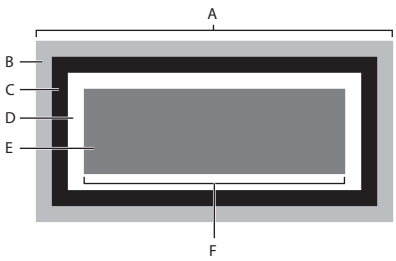
The Block set of the CSS Inspector lets you define the dimensions of the item's area. Some of the properties in this set are not consistently supported across browsers and platforms. Be sure to test your pages on multiple browsers, browser versions, and platforms.

For more information on units, see "About relative, absolute, and percentage units" on page 226.



Block set of CSS Inspector
A. Sets invisible margins around the style item
B. Sets floating style item position and size
C. Sets distance between border and style item
D. Formats style item as a layer
E. Clears or allows layers on either side of the style item

Cascading style sheets are based on a simple block-oriented formatting model. Each item that hosts a style consists of one or more rectangular blocks, each of which has a core content area with optional surrounding padding, border, and margin areas. (Use the Margin and Padding Properties set to format surrounding areas.) This formatting model gives you much more flexibility in controlling spacing between objects.



Cascading style sheet block properties
A. Block width **B.** Margin (transparent) **C.** Border
D. Padding **E.** Content **F.** Element width

To edit the block properties of a style:

1 Select a style in the CSS Editor and click the Block set of the CSS Inspector.

2 Specify the Width and Height properties for any item formatted with the current style by doing one of the following:

- Choose a unit of measurement from either the Width or Height Units menu, and enter a value in the text box. Leave one dimension set to Auto to ensure that the item scales proportionally.
- Leave both Width and Height set to Auto to display the referenced item in its original size.

Note: *Setting Width and Height is most useful with replaced elements, such as images.*

3 In the Float menu, the float property creates a style item that is not part of the normal flow of text. Choose any of the following options:

- Left moves the style item to the left, so the text wraps on the right side of it.
- Right moves the style item to the right, so the text wraps on the left side of it.
- None causes the style item to appear where it occurs in the text.

4 In the Clear pop-up menu, specify how an element accepts floating elements.

- Left moves the element below any floating element on the left side.
- Right moves the element below any floating element on the right side.
- Both does not allow floating elements on either side.
- None allows floating elements on all sides.

5 In the Visibility menu, specify whether the element should be visible, hidden, or inherited.

Setting Margin and Padding properties

The Margin and Padding set lets you specify the space around the content area of an element.

To specify margins and padding:

1 Select a style in the CSS Editor and click the Margin and Padding set.

2 Choose a unit of measurement and enter a numeric value in any of the Top, Right, Bottom, and Left Margin text boxes, or use the All Margins text box to specify the margin in all four directions at once.

You can decrease the spacing between surrounding elements by entering negative values, which causes two elements to overlap.

Using the View palette while in the Layout Editor, select Allow Overlapping Paragraphs to simulate how items with negative margin values overlap adjacent items.

3 In the Padding section, set the amount of space between the block border and the style item.

Choose a unit of measurement (percentage is recommended for better scalability), and then enter a number in any of the Top, Right, Bottom, and Left Padding text boxes. Or, to specify the spacing in all four directions at once, use the All Paddings text box.

Setting Border properties

The Border set of the CSS Inspector lets you set the borders of the block generated by a style, including line width, color, and line style. For information on the CSS block model, see "Setting Block properties" on page 228. Some of the properties in this set are not consistently supported across browsers and platforms. Be sure to test your pages on multiple browsers, browser versions, and platforms.

For information on units, see "About relative, absolute, and percentage units" on page 226.

To edit the border properties of a style:

1 Select a style in the CSS Editor. In the Border set of the CSS Inspector, choose a unit from any of the Units pop-up menus, and enter a number in the adjacent border text boxes to set the border width for the top, right, bottom, or left borders. Use the All Borders menu to set all four borders at once.

2 To set the border color, do any of the following:

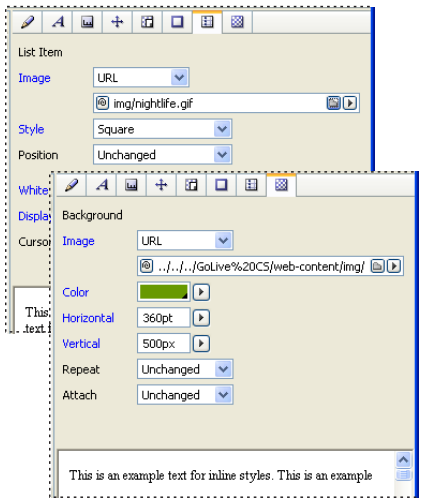
- Choose a color from a color field menu .
- Choose a color name from a color pop-up menu .
- Click a color field, and then select a color from the Color palette.

3 Choose a line style from the Line Style pop-up menu.

Setting Image and List properties

The List Item and Other Properties set lets you set the appearance of list item markers—for example, the appearance of a bullet in a bulleted list. You can set list item marker shapes and marker positioning, or specify a custom image to serve as the marker. Some of the properties in this set are not consistently supported across browsers and platforms.

Note: *Be sure to test your pages on multiple browsers, browser versions, and platforms.*



Background Image and List Properties set of CSS Editor

To edit the list item marker properties:

1 Select a style in the CSS Editor and click the Image and List Properties set .

2 Select the Image option, and then reference the image file to use a custom image as a list item marker.

3 To set the type of the list item marker, choose from the following properties in the Style pop-up menu:

- To create bulleted lists, choose Disc, Circle, or Square.
- To create numbered lists, choose Decimal, Lower Roman, or Upper Roman.
- To create an alphabetical list, choose Lower Alpha or Upper Alpha.

4 To set the position where the list item marker appears, choose one of the following from the Position pop-up menu:

- Inside sets the list item marker flush with the second, third, and following lines of text.
- Outside adds a first-line indent, letting the list item marker stand out from the rest of the text (like the bullet at the start of this item).

Setting Background properties

The Background set of the CSS Inspector lets you set a background image in the block generated by a style. Some of the properties in this set are not consistently supported across browsers and platforms. For information on the CSS block model, see "Setting Block properties" on page 228.

To edit the background properties of a style:

1 Select a style in the CSS Editor and click the Background Image and List Properties set .

2 Select the Image option, and then reference an image file to set a background image.

3 To tile the background image horizontally, vertically, or in both directions, choose an option from the Repeat pop-up menu.

- Repeat tiles the image both horizontally and vertically.
- Repeat x tiles the image horizontally.
- Repeat y tiles the image vertically.
- Once disables tiling—that is, the image does not repeat.

4 To set a background to scroll or not scroll with other elements on the page, choose an option from the Attach pop-up menu:

- Scroll makes the image scroll.
- Fixed prevents the image from scrolling.

5 To set the position of the image within the style item block, choose any of the Left, Center, Right, or Top, Center, Bottom keyword options from the Top and Left Units menu. Or choose a length unit or a percentage, and enter a number in the Top and Left text boxes.

Setting unsupported properties

To ensure upward compatibility with future releases of the CSS Specification, GoLive lets you specify new properties and their values.

To specify a new property for a style:

1 Select a style in the CSS Editor, and do one of the following:

- In the Selector and Properties set of the CSS Inspector, click the New Property button. Enter the new property name in the first text box, and enter a property value in the second text box.
- In the Source tab of the CSS Editor, enter the property and value manually within the braces that appear adjacent to the style name. For more information, see "Removing styles or external style sheets" on page 224.

Applying styles

After you've created your cascading style sheet, added styles to it, and edited the style properties, you need to apply class and ID styles to text or objects in your pages and reference external style sheets from your pages. Element styles automatically apply to tags of the same name. (For more information on style types, see "Creating CSS styles in a style sheet" on page 219.)

Applying styles

You can apply styles to text and other objects in one of three different ways, depending on the
style type:

- *Element styles* apply automatically to the HTML tags that share the element style names.
- *Class styles* require that you select text or other items in the page and apply the style with the CSS palette or the inline CSS Style preview. The CSS palette lists all available class styles defined in a page's internal or external style sheets. The inline CSS Style preview displays the Style Apply tab of the CSS palette inline for selected text.
- *ID styles* require that you apply the style in layout using the Visual Tag Editor or manually in the page's Source Code Editor.

To apply a class style:

1 Do one of the following:

- To apply the style to an object on a page, select the object, including text, table, table cell, image, or markup tree tag.
- To apply a style to the entire body of a page, select the <body> tag in the markup tree at the bottom of the page, and then use the <body> option (as explained in step 2).

2 Do one of the following:

- In the CSS palette, select a formatting option adjacent to the class style's name.
- Choose Type > CSS > *[format]*.
- Choose Type > CSS Style, and then select the formatting option in the inline pane that appears. (You can also preview styles by placing the pointer over a formatting option.)

Note: *The options in the CSS palette and the CSS commands in the Type menu vary depending on the selection in the document window. For example, if text is selected, the CSS palette displays Inline, Par, and Div options. If a table cell is selected, the palette displays one option for the <td> tag.*

You can choose from the following formatting options:

Inline Style or (CSS palette) Formats an item inline.

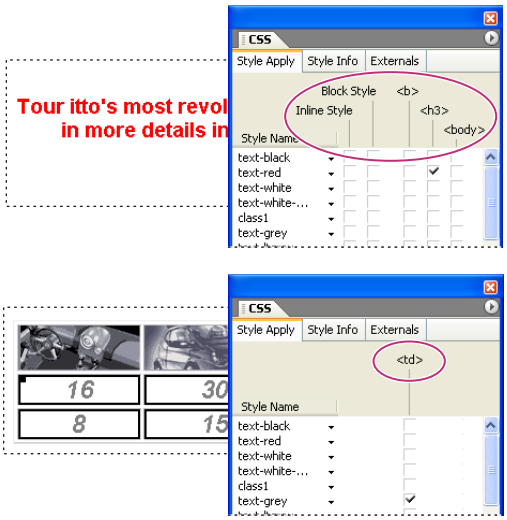
Block Style (CSS palette) Creates a division that is disconnected from the normal flow of HTML.

<p> (CSS palette) Formats an entire paragraph with a style. You don't need to select the entire paragraph; either place an insertion point in the paragraph or select a portion of it.

<body> (CSS palette) Applies a style to the entire body of a page. If this option isn't listed in the CSS palette, select the <body> tag in the markup tree at the bottom of the page, or place an insertion point anywhere in the Layout Editor, except inside a table or layer.

Specific HTML tags (CSS palette) Apply the style to a selected object, such as a table cell, image, or layer. For example, the <td> tag for a table cell, the <img> tag for an image object, and the tag for a layer.

For more information on naming HTML element styles to format tables and table content, see "Formatting tables and table content with cascading style sheets" on page 181.



Applying a style to a paragraph and another style to a selection of table cells

To apply an ID style:

1 In the Layout Editor, select the text, paragraph, or object to which you want to assign the ID and do one of the following:

- If the text to be reformatted is a portion of the text within a paragraph, Press Ctrl+Shift+E (Windows) or Command+Shift+E (Mac OS) to open the Visual Tag Editor. Type **SPAN ID=[myID] or DV ID=[myID]** within the brackets.
- Click the Source Editor tab and locate the highlighted source code for the selected item. Add the ID style name (without the pound (#) symbol) as an attribute to the selected item's start tag. For example, if the ID style name is #headerbox, and we want to apply it to the entire paragraph, we would edit the code as follows:

```
<P ID="headerbox">Welcome to TravelEZ</P>
```

2 View the effect in the Layout Preview.

Adding Images and Multimedia

About images and multimedia

GoLive offers two primary methods for adding images. You can add pre-optimized images, which you optimize for the Web in another application. Or, for maximum control and versatility, you can add Smart Objects, which you optimize in GoLive.

Pre-optimized images and Smart Objects share many features, such as rollovers and image maps. Smart Objects, however, also provide many additional features. For more information about Smart Objects, see "Working with Smart Objects" on page 262.

GoLive also supports a variety of plug-ins that let you incorporate multimedia into a Web page. With these plug-ins, you can enhance a Web site with video, audio, and animations. For more information, see "Adding multimedia to a Web page" on page 251.

Adding pre-optimized images

You can add pre-optimized images in the GIF, JPEG, PNG, and WBMP formats. When you add a pre-optimized image to a page, GoLive references the pathname to the image file. To ensure that GoLive can properly manage these references and publish image files, place image files in the site window before adding them to a page. Many Web designers store all images in an *images* folder in the site window. That approach lets you manage numerous image files more easily.

Smart Objects offer more flexibility than pre-optimized images. For example, GoLive automatically reoptimizes Smart Objects if you resize them in the Layout Editor. For more information, see "Working with Smart Objects" on page 262.

To insert a pre-optimized image:

1 Do one of the following:

- Drag the image file from the site window into the Layout Editor.
- Drag the Image icon from the Basic set in the Objects palette into the document window, or double-click the icon in the palette. In the Image Inspector, specify an image file in the Source text box.

Resizing pre-optimized images

You can resize pre-optimized images to change the design of a page. Before doing so, however, note the following considerations:

- If you shrink a pre-optimized image, your page still references the unnecessarily large image file, resulting in inefficient use of bandwidth.
- If you enlarge a pre-optimized image, it will appear pixellated.

When you change the size of an image, GoLive displays a resize warning icon on top of the image to warn you that the image may have an unnecessarily large file size and is not displayed at its optimum resolution. You can restore the image to its original proportions by clicking the Set to Original Size button in the Image Inspector.

If you often resize images, use Smart Objects for maximum flexibility. For more information, see "Resizing Smart Objects" on page 264.

To resize an image disproportionately:

1 Select the image in the Layout Editor.

2 In the Image Inspector, click the Basic tab.

3 From the Width and Height menus, choose Pixel or Percent, and then enter new values.

To resize an image and constrain proportions:

1 In the Basic tab of the Image Inspector, choose Image from either the Width menu or the Height menu.

2 Choose Pixel from the pop-up menu for the remaining size attribute (Width or Height).

3 Type a value in the Width or Height text box, and press Enter (Windows) or Return (Mac OS).

Setting basic image options

After you add an image to a page, you can set basic image options for borders and alternative text.

You can also add links to images. For more information, see "Creating resource and navigational links" on page 61.

Adding alternative text

Alternative text replaces images in browsers that are configured to omit images; it is also read aloud by software for the visually impaired. Even in browsers that display images, however, alternative text can be useful. For example, in an image-based menu, alternative text appears while the images download.

To enter alternative text for images:

1 Select the image or Smart Object on your Web page.

2 In the Basic tab of the Image Inspector, type text in the Alt Text text box.

Creating image borders

You can create image borders to highlight images on a page. Borders around linked and non-linked images appear in the default colors for links and text, respectively. (For more information about default text and link colors, see "Setting the default color for text or links in a page" on page 70.)

To create an image border and adjust its width:

1 Select the image, and then select Border in the More tab of the Image Inspector.

2 Type in the desired border width in pixels, and press Enter (Windows) or Return (Mac OS).

Choosing a format for optimized images

Web-optimized images must be saved in a format recognized by Web browsers and have a file size small enough to accommodate the bandwidth available to most Web users. Optimized images strike a balance between image quality and small file size.

The file format you choose for an optimized image is determined by the color, tonal, and graphic characteristics of the original image. In general, continuous-tone images such as photographs should be compressed as JPEG or PNG-24 files. Illustrations with flat color or sharp edges and crisp detail, such as type, should be compressed as GIF or PNG-8 files. Vector graphics that are scalable or linked to scripts and variables should be optimized in SVG or SWF format. And if you're preparing an image for display on a wireless device, choose GIF or WBMP.

Caution: *Some browser versions do not display PNG format correctly.*

Depending on the format, you can specify image quality, background transparency or matting, color display, and downloading method.

About JPEG format

The JPEG format supports 24-bit color and preserves the broad range and subtle variations in brightness and hue found in photographs and other continuous-tone images. JPEG is supported by most browsers.

JPEG compresses file size by selectively discarding data. Because it discards data, JPEG compression is referred to as *lossy*. A higher quality setting results in less data being discarded, but the JPEG compression method can degrade sharp detail in an image, particularly in images containing type or vector art.

Note: *You should always save JPEG files from the original image, not from a previously saved JPEG. Artifacts, such as wave-like patterns or blocky areas of banding, are added to a file each time you save in JPEG format.*

You can create a *progressive* JPEG file. A browser immediately starts rendering a progressive JPEG when it receives the first data representing the image. As the remainder of the progressive JPEG file is received, the image increases in resolution.

The JPEG format does not support transparency, but you can simulate the effect of background transparency by specifying a Matte color that matches the Web page background color.

About JPEG2000 format

The JPEG2000 format builds on the JPEG standard with improved compression schemes and performance.

GoLive can import JPEG2000 files, but not create them. Though you use the Image object to import standard JPEG files, JPEG 2000 files require the generic Plug-in object. (See "Adding multimedia files" on page 251.)

Note: *To display JPEG2000 files, most browsers require an additional plug-in.*

About GIF format

The GIF format uses 8-bit color and efficiently compresses solid areas of color while preserving sharp detail, such as the detail in line art, logos, or illustrations with type. You also use the GIF format to create animated images. GIF is supported by most browsers.

The GIF format traditionally uses a *lossless* compression method, in which no data is discarded during compression. You can save a GIF file multiple times without discarding data. However, because GIF files are 8-bit color, optimizing an original 24-bit image as an 8-bit GIF will generally degrade image quality.

In addition, GoLive lets you create a lossy version of a GIF file. The lossy GIF format includes small compression artifacts (similar to those in JPEG files) but yields significantly smaller files.

GIF supports background transparency and background matting, in which you blend the edges of the image with a Web page background color.

About PNG-8 format

The PNG-8 format uses 8-bit color. Like the GIF format, PNG-8 efficiently compresses solid areas of color while preserving sharp detail, such as the detail in line art, logos, or illustrations with type.

Because PNG-8 is not supported by all browsers, it may be advisable to avoid this format when your image must be accessible to the widest possible Web viewing audience. For more information about browser support for PNG, see your browser's documentation.

The PNG-8 format uses a *lossless* compression method, in which no data is discarded during compression. However, because PNG-8 files are 8-bit color, optimizing an original 24-bit image as a PNG-8 can degrade image quality. PNG-8 files use more advanced compression schemes than GIF, and can be 10%–30% smaller than GIF files of the same image, depending on the image's color patterns.

Note: *With certain images, especially those with very few colors and very simple patterns, GIF compression may create a smaller file than PNG-8 compression. View optimized images in GIF and PNG-8 formats to compare file size.*

As with the GIF format, you can reduce the number of colors in the image and choose options to control the way colors dither in the application or in the browser. The PNG-8 format supports background transparency and background matting, in which you blend the edges of the image with a Web page background color.

About PNG-24 format

The PNG-24 format supports 24-bit color. Like the JPEG format, PNG-24 preserves the broad range and subtle variations in brightness and hue found in photographs. Like the GIF and PNG-8 formats, PNG-24 preserves sharp detail, such as the detail in line art, logos, or illustrations with type.

Because PNG-24 is not supported by all browsers, it may be best to avoid this format when your image must be accessible to the widest possible Web viewing audience. For more information about browser support for PNG, see your browser's documentation.

The PNG-24 format uses the same lossless compression method as the PNG-8 format, in which no data is discarded. For that reason, PNG-24 files are usually larger than JPEG files of the same image. PNG-24 browser support is similar to that for PNG-8.

Like the PNG-8 format, the PNG-24 format supports background transparency and background matting, in which you blend the edges of the image with a Web page background color. In addition, the PNG-24 format supports multilevel transparency, in which you can preserve up to 256 levels of transparency to blend the edges of an image smoothly with any background color. However, multilevel transparency is not supported by all browsers.

About SVG format

SVG, which stands for Scalable Vector Graphics, revolutionizes the way graphics look and function on the Web. SVG is a vector format, as opposed to GIF, JPEG, and PNG, which are bitmap formats. Because bitmap files have to include every pixel needed to display an image, they tend to be bulky, be limited to a single (often low) resolution, and consume large amounts of bandwidth on the Web.

SVG provides a more efficient approach to Web graphics. Because SVG files describe images as shapes, paths, text, and filter effects, the files are compact and provide high-quality graphics on the Web, in print, and even on resource-constrained, handheld devices. Users can magnify their view of an SVG image on-screen without sacrificing sharpness, detail, or clarity. In addition, SVG provides superior support for text and colors.

The SVG format is entirely XML-based, a fact that offers many advantages to developers and users alike. With SVG, you can use XML and JavaScript to create Web graphics that respond to user actions with sophisticated effects, such as highlighting, tool tips, audio, and animation.

Note: *Users must have the SVG viewer installed to view SVG files.*

About SWF format

The Macromedia® Flash™ (SWF) file format is a vector-based graphics file format for the creation of scalable, compact graphics for the Web. Since the file format is vector-based, the artwork maintains its image quality at different resolutions and is ideal for the creation of animation frames. Although the SWF format saves graphics using vector data, it also uses bitmap data when appropriate.

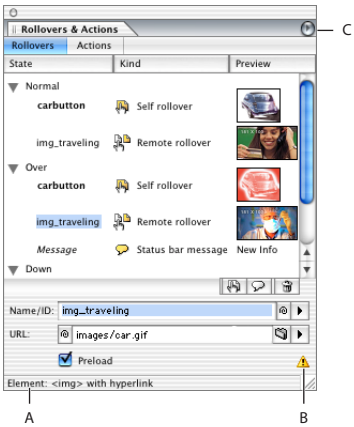
Note: *Users must have the SWF browser plug-in installed to view SWF files.*

Creating rollovers

Rollovers respond to a viewer's mouse movements and clicks, providing interactivity on a Web page. To aid navigation, you can use rollovers to highlight hyperlinked images. To further enhance interactivity, you can combine rollovers with actions.

Rollovers require separate images for each rollover state: Normal, Over, Down, Click, Up, and Out. The Normal state appears when the mouse is over another part of the page. The remaining states appear when the viewer moves or clicks the mouse over a rollover object.

Normally, images for all states of a rollover have identical dimensions. If a rollover has an image with different dimensions, you can either resize it in a graphic editor, or choose Image from the Width or Height menu in the Image Inspector.



Rollovers tab of Rollovers & Actions palette:
A. HTML element of trigger object
B. Expert Mode warning icon **C.** Palette menu button

Creating self rollovers

With self rollovers, the most common rollover type, mouse actions over an image cause changes in that image alone.

To create a self rollover:

1 In the Layout Editor, select the desired image.

2 In the Rollovers & Actions palette, click the Rollovers tab.

3 Select the desired rollover state, and then click the New Rollover Image button.

4 In the URL text box, specify an image for the state.

5 To force browsers to fully download the image before enabling the rollover, click Preload.

Note: *Don't select Preload for a state that contains an animated GIF file. Some browsers will immediately play the animation after preloading the file.*

Creating remote rollovers

While self rollovers change trigger images, remote rollovers change images located elsewhere on the page. Because these changes occur elsewhere, trigger objects for remote rollovers can include paragraphs, table cells, or any other HTML element. Only trigger images, however, can combine remote rollovers with self rollovers.

To create a remote rollover:

1 In the Layout Editor, select the trigger object.

2 In the Rollovers & Actions palette, click the Rollovers tab.

3 Select the state that will trigger the rollover, and then click the New Rollover Image button.

4 In the Name/ID text box, specify the remote image object.

Note: *Use the pick whip to specify an object that lacks a name or ID. If you type a name or ID that doesn't exist, GoLive displays a bug in the Kind column of the Rollovers & Actions palette.*

5 In the URL text box, specify the image file for the remote image object.

6 To force browsers to fully download the image before enabling the rollover, click Preload.

To trigger multiple remote rollovers from an object, add more than one rollover image to a state.

Combining self and remote rollovers:
A. Normal state. **B.** Down state

Adding status bar messages to rollover states

For any rollover state, you can add a message that appears in the status bar of the browser. Such messages can provide helpful additional information for the viewer.

To add a message to a rollover state:

1 In the Rollovers tab of the Rollovers & Actions palette, select the state.

2 Click the New Message button, and then type in the Message text box.

Removing rollover states

You can remove individual rollover images, entire rollover states, or all states for an object.

To remove a rollover image or state:

1 In the document window, select the object that contains the image or state.

2 In the Rollovers tab of the Rollovers & Actions palette, drag the image or state to the Delete icon.

To remove all states for an object:

1 In the document window, select the object.

2 In the Rollovers & Actions palette, click the Rollovers tab, and then choose Remove All Rollover States from the palette menu.

Changing the size of rollover thumbnails

You can change the size of rollover thumbnail images in the Rollover & Actions palette.

To change the size of rollover thumbnails:

1 In the Rollovers & Actions palette, click the Rollovers tab.

2 From the palette menu, choose View, and then choose No Thumbnails, Small Thumbnails, Medium Thumbnails, or Large Thumbnails.

Assigning rollover images automatically

The Detect Rollover Images feature automatically assigns images to rollover states. After you specify the filename of the Normal image, GoLive automatically searches for Over, Down, Click, Up, and Out files that use a similar naming convention. For example, if you specify a Normal image named myimage_Base.gif, GoLive looks for myimage_Over.gif. You can edit the rollover naming conventions that GoLive uses. (See "Viewing and editing rollover naming conventions" on page 243.)

To use the Detect Rollover Images feature, you must place images for all rollover states (Normal, Over, Down, etc.) in the same folder. If images for some states are not yet complete, you can manually start the rollover detection process after adding the needed images to the folder.

The Detect Rollover Images feature is on by default, but you can turn it off if you prefer to assign rollover images manually.

To automatically display the Rollovers & Actions palette when GoLive detects rollovers:

1 In the Rollovers & Actions palette, click the Rollovers tab, and then choose Rollover Detection Settings from the palette menu.

2 Select Automatically Open Rollover Palette.

To turn off the Detect Rollover Images feature:

1 In the Rollovers & Actions palette, click the Rollovers tab, and then choose Rollover Detection Settings from the palette menu.

2 Deselect Automatically Detect Rollover Images.

To manually start the Detect Rollover Images feature:

1 Select a rollover object in the Layout Editor.

2 In the Rollovers & Actions palette, click the Rollovers tab, and then select Detect Rollover Images from the palette menu.

Viewing and editing rollover naming conventions

You can view the sets of naming conventions used by the Detect Rollover Image feature. GoLive also lets you edit the settings if you have your own naming convention for rollover images.

To view or edit the default naming conventions:

1 In the Rollovers & Actions palette, click the Rollovers tab, and then choose Rollover Detection Settings from the palette menu.

2 To overwrite a naming convention set, select it, and type new suffixes in the text boxes for each rollover state.

If you work with ImageReady, do not overwrite the third default set, which conforms to ImageReady's rollover naming conventions.

Using Expert Mode for rollovers

To ensure that rollovers behave as most viewers expect, GoLive creates additional rollover states that it doesn't display in the Rollovers & Actions palette. For example, when you add an Over state, GoLive creates an Out state that uses the Normal image. Without this extra state, the Over image would remain when the mouse left the trigger area.

To prevent GoLive from creating these extra states, or to delete them from existing rollovers, use the Expert Mode for rollovers. In Expert Mode, only states displayed in the Rollovers & Actions palette are added to the JavaScript code.

When Expert Mode is enabled, GoLive displays a warning icon in the Rollovers & Actions palette.

To use the Expert Mode for rollovers:

1 In the Rollovers & Actions palette, click the Rollovers tab.

2 From the palette menu, select Expert Mode.

Importing rollovers from ImageReady

To import ImageReady rollovers, use Smart Photoshop objects. If you change the original ImageReady PSD file, GoLive can automatically update the Smart Photoshop object. (See "Working with Smart Objects" on page 262.)

In GoLive, you can view all states in ImageReady rollovers, but you can edit only remote rollover states; self rollover states must be edited in ImageReady. You can use GoLive, however, to create additional self or remote rollover states.

Attaching actions to a rollover

The Action tab of the Rollover & Actions palette lets you attach scripted actions to a rollover—for example, an action that changes the background color of the page. For more information, see "Setting up actions" on page 414.

To ensure that scripted actions work with rollovers, follow these guidelines: Make sure that all images on a page have a unique name (button1, button2, and so on). Avoid names that contain only numbers (1, 2, 3, and so on) or that start with a number; the names won't work in all browsers. Finally, do not include spaces or special characters.

Adding rollover and action code for images

By default, GoLive adds rollover and action code for images to a hyperlink surrounding the image element. This default behavior ensures compatibility with the largest number of browsers. To create smaller code, however, you can instead configure GoLive to apply rollover and action code directly to the image element.

To specify how GoLive adds rollover and action code for images:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 In the list on the left, expand General, and then select Images.

3 Select one of the following:

- Apply to Hyperlink around <img> Element.
- Apply to <img> Element.

Creating image maps

Image maps consist of clickable hotspots in an image. Image maps are helpful navigational tools, because each hotspot can link to a different destination and have a unique size and shape. GoLive lets you create and edit image maps, and associate them with actions and rollovers.

To create a clickable image map:

1 Select an image on your Web page.

2 In the Smart Image or Image Inspector, click the More tab and select the Use Map option.

Note: *By default, GoLive assigns a unique ID to the image map and enters the ID in the Name text box. You can replace this ID by typing a name for the image map in the Name text box on the More tab.*

3 In the toolbar, select the Rectangular tool, the Circular tool, or the Polygonal tool.

4 Drag in the image to define the hotspot. (If you are using the Polygonal tool, click to define each point of the polygon.)

5 In the Map Area Inspector, specify a file for the link destination of the selected hotspot.

6 Use the Target text box to specify the target frame in the destination frame set (if any).

7 Type additional information in the Title text box. Some browsers use this information to display tool tips or voice annotations.

You can also click an image and use the context menu to create a clickable image map.

To customize the appearance of a hotspot:

1 Select the hotspot in the image.

2 Use the following tools available in the toolbar:

- Use the Select Map Area tool to move or resize the hotspot by dragging.
- Click the URL button to display the destination URL in the hotspot. The URL appears in the GoLive Layout Editor for your convenience; it does not appear on the Web page.
- Click the Frame or Color buttons to edit or turn border and color display on and off, respectively, while editing.
- Click the Color button to change the color used for highlighting.
- If you are working with multiple overlapping hotspots, use the Bring Region to Front button and the Send Region to Back button in the toolbar to change the stacking order.

Note: *The Bring to Front and Send to Back buttons are also available in the Transform palette.*

To add actions to image maps:

1 Select a hotspot in an image map.

2 In the Actions tab of the Rollovers & Actions palette, choose a mouse or key event, and click the New button.

3 Choose the desired action from the Action menu.

For more information about actions, see "Setting up actions" on page 414.

To associate a rollover with an image map:

1 Select a hotspot in the image map.

2 In the Rollovers tab of the Rollovers & Actions palette, create and edit rollover states.

For more information about rollovers, see "Creating rollovers" on page 240.

Building a Web page using tracing images

You can design Web pages by using tracing images as visual guides. As a design develops, you can cut out parts of a tracing image and convert them into Smart Objects on the final Web page. (See "Working with Smart Objects" on page 262.)

You can import the following formats as tracing images: Illustrator AI, Photoshop PSD, JPG, JP2, GIF, PNG, BMP, TARGA, EPS, PCX, PDF, PICT, PIXAR, SVG, TIFF, and Amiga IFF.

To add a tracing image to your Web page:

1 Select Window > Tracing Image.

2 In the Tracing Image palette, select Source and specify a file for the tracing image.

3 If the source is a PDF file, rotate the document if desired, and then select a page.

4 Set the opacity of the tracing image in the Tracing Image palette.

5 Do one of the following to position the image in the Layout Editor:

- Type pixel values in the Position text boxes.
- Click the Move Image tool in the Tracing Image palette, and drag the image in the Layout Editor. When you're done, click the Move Image tool again to disable the tool.

Note: *You can quickly resize the window to fit the tracing image by selecting Tracing Image from the Change Window Size pop-up menu in the bottom right corner of the document window.*

To align a tracing image with an object in the document window:

1 Select the object.

2 From the Tracing palette menu, choose Align with Selection.

You can align tracing images with objects such as table cells and GoLive layers.

To return a tracing image to the default position:

From the Tracing palette menu, choose Reset Position. The image returns to the upper left corner of the page.

To remove a tracing image:

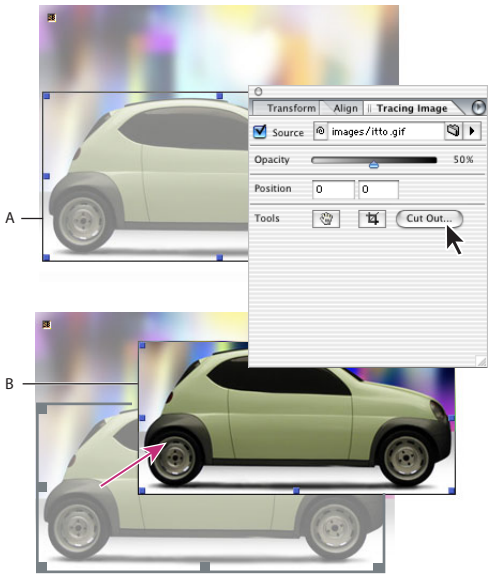
Deselect the Source check box in the Tracing Image palette.

To cut out a portion of a tracing image:

1 Select the tracing image.

2 Click the Crop tool and select a rectangular portion of the tracing image.

Note: *You can cancel the cut out process by clicking the Cut Out tool again.*



Cutting out a portion of a tracing image
A. The Cut Out tool selects a portion of the tracing image.
B. Save For Web generates a target file from the cut out portion.

3 Double-click the selection in the Layout Editor, or click Cut Out in the Tracing Image palette.

4 In the Save For Web dialog box, make your desired optimization settings, and click Save.

5 Specify a destination for the file and click Save. The cutout becomes a Smart Object in the document window.

Generating low source images

A low source image is a low-resolution version of an image that displays until the full-resolution image downloads. Low source images are particularly useful for Web audiences with low bandwidth and images with very large file sizes.

You can either specify an existing low source image or have GoLive generate one for you.

To specify or generate a low source image:

1 In the Image Inspector, click the More tab.

2 Select Low, and then do one of the following:

- Specify an existing low source image in the text box.
- Click Generate to create a low source image. To regenerate the low source image if the original image changes, also select Auto-update.

To change default settings for low source images:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 In the list on the left, expand General, and select Images.

3 Select a default color mode: Color or Black and White.

4 Do one of the following:

- Select Place in Same Folder as Source to store low-resolution images generated by GoLive in the same folder as the high-resolution source images.
- Select Place in Import Folder to store low-resolution images temporarily before you move them to the site folder.

5 Select the Auto-Generate by Default option to instruct GoLive to automatically create a low-resolution copy of each image you import and add it to the page.

Managing color in images

GoLive provides many of the same color management features found in other Adobe applications, such as Adobe Photoshop and Adobe Illustrator. With these features, you can use ICC profiles to ensure that images have consistent color when displayed on different monitors or printed on different printers.

Most current browsers do not fully support color management, but you can color-manage files for use in both GoLive's PDF Preview and future browsers.

Setting up color management

GoLive simplifies the task of setting up a color-managed workflow by gathering most color management controls in a single Color Settings dialog box. You can select from a list of predefined color management settings, or you can adjust the controls manually to create your own custom settings. You can even save customized settings to share them with other users and other Adobe applications that use the Color Settings dialog box.

GoLive also uses color management policies, which determine how to handle color data that does not immediately match your current color management workflow. Policies provide guidelines on what to do when you open a document or import color data into an active document.

To specify color management settings:

1 Choose Edit > Color Settings (Windows) or GoLive > Color Settings (Mac OS).

2 Do one of the following:

- To set up a predefined color management workflow, see "Using predefined color management settings" on page 249.
- To customize your own color management settings, see "Customizing color management settings" on page 250.

Using predefined color management settings

GoLive offers a collection of predefined color management settings designed to produce consistent color for a common publishing workflow, such as preparation for the Web or offset press output. In most cases, the predefined settings provide sufficient color management for your needs. These settings can also serve as starting points for customizing your own workflow-specific settings.

To choose a predefined color management setting:

Choose one of the following options from the Settings menu in the Color Settings dialog box:

Color Management Off Uses passive color management techniques to emulate the behavior of applications that do not support color management. Although working space profiles are considered when converting colors between color spaces, Color Management Off does not tag documents with profiles.

ColorSync Workflow (Mac OS only) Manages color using the ColorSync CMS with the profiles chosen in the ColorSync control panel. Use this option if you want to use color management with a mix of Adobe and non-Adobe applications. This color management configuration is not recognized by Windows systems, or by versions of ColorSync earlier than 3.0.

Emulate Acrobat 4 Emulates the color workflow used by Adobe Acrobat 4.0.

Emulate Photoshop 4 Emulates the color workflow used by the Mac OS version of Adobe Photoshop 4.0 and earlier.

Europe Prepress Defaults Manages color for content that will be output under common press conditions in Europe.

Japan Prepress Defaults Manages color for content that will be output under common press conditions in Japan.

Photoshop 5 Default Spaces Prepares content using the default working spaces from Photoshop 5.

U.S. Prepress Defaults Manages color for content that will be output under common press conditions in the U.S.

Web Graphics Defaults Manages color for content that will be published on the World Wide Web.

When you choose a predefined configuration, the Color Settings dialog box updates to display the specific color management settings associated with the configuration.

Customizing color management settings

Although the predefined settings should provide sufficient color management for many publishing workflows, you may sometimes want to customize individual options in a configuration. For example, you might want to change the CMYK working space to a profile that matches the proofing system used by your printer or your service bureau.

Note: *For Web publishing, the recommended RGB working space is sRGB, which reflects common Windows monitors used by most of the Web audience.*

To customize color management settings:

1 Choose Edit > Color Settings (Windows) or GoLive > Color Settings (Mac OS).

2 To use a preset color management configuration as the starting point for your custom settings, choose that configuration from the Settings menu.

3 Specify the desired color settings (working spaces and policies). As you make adjustments, the Settings menu option changes to Custom by default.

4 To enable color management for pages, select Use Color Management When Displaying Images on Web Pages. (Because most browsers don't support color management, this option is deselected by default to optimize the performance of GoLive.)

For detailed information about working spaces, color management policies, and conversion options, see Adobe Photoshop, Adobe Illustrator, or Adobe InDesign Help.

Associating profiles with pages and images

GoLive lets you associate ICC profiles with entire pages or individual images. You can associate all pages and images with separate, external profiles, but only JPEG images support embedded profiles. Include external profiles in the site window so GoLive can properly manage and publish them.

To change a page profile:

1 In the upper right corner of the document window, click the Page icon .

2 In the Page Inspector, click the Color Profile tab.

3 Select one of the following:

- Default to use the system profile.
- Profile to specify a desired profile.
- None to specify no profile.

To change an image profile:

1 Select the image in the document window.

2 In the Image Inspector, click the Color Profile tab.

3 Select one of the following:

- Default to use the embedded profile listed in the Embedded text box, the page profile if an embedded profile doesn't exist, or the system profile if a page profile doesn't exist.
- Profile to specify a desired profile. If an embedded profile exists, this option overrides it.
- None to specify no profile.

Adding multimedia to a Web page

GoLive supports a variety of plug-ins that let browsers play back multimedia over the Web, allowing you to place video and audio clips on your page. You can preview supported media clips from within GoLive.

GoLive offers a generic Plug-in object that you configure, as well as predefined SWF, QuickTime, RealOne, SVG, and Windows Media plug-in objects. You can also associate other file types with plug-ins. (See "Setting plug-in preferences" on page 258.)

Important: *Before uploading QuickTime movies, you must make them self-contained—that is, convert them to a "Web-compatible" sequential format. For information on creating QuickTime movies, see the* GoLive CS Multimedia Authoring Guide, *available on the Adobe Web site.*

Adding multimedia files

To add multimedia files to Web pages, use plug-in objects.

To add a multimedia file:

1 From the Basic set of the Object palette, drag the desired plug-in object to the document window.

2 In the Basic tab of the Plug-in Inspector, specify a file for your plug-in.

Setting basic plug-in options

To set basic plug-in options, use the Basic tab of the Plug-in Inspector. For the SWF, QuickTime, RealOne, SVG, and Windows Media plug-in objects, most basic options are predefined. For the generic Plug-in object, however, you must manually specify the MIME type.

To set basic plug-in options:

1 In the Layout Editor, select a plug-in object.

2 In the Plug-in Inspector, click the Basic tab.

3 If you are setting up a generic Plug-in object, select Mime, and choose the MIME type from the pop-up menu.

4 Enter a value in the Width text box for the width of the media clip in pixels or as a percentage.

5 Enter a value in the Height text box for the height of the media clip in pixels or as a percentage.

6 Choose an alignment option from the Alignment pop-up menu:

- Default to position the icon according to the browser's preferences. If the browser does not specify any alignment preferences, the clip will be left-aligned. (Most browsers do not specify alignment preferences.)
- Left to position the icon in the upper left corner.
- Middle to position the icon in the upper middle.
- Right to position the icon in the upper right corner.

7 From the HTML menu, choose the tags that browsers will use to detect the required plug-in.

Note: *If you choose the <object> or <object> <embed> tags for a generic Plug-in object, you must also specify a plug-in class in the Class text box.*

Setting additional plug-in options

In the More tab of the Plug-in inspector, you can set additional plug-in options.

To set additional plug-in options:

1 Click the More tab in the Inspector.

2 Type a unique name for the multimedia element in the Name text box.

3 Select Page, and specify a file for the link destination for the Plug-in installation instructions. For a SWF or QuickTime plug-in, a destination link appears by default.

4 Select Code for RealOne and SVG plug-ins, and specify a file for the link destination for the code base. The Macromedia® Flash™ code base, for example, specifies the location of the Macromedia® Flash™ player ActiveX control that the browser can download if the control is not installed. The code base is provided by default when you use the predefined SWF or QuickTime plug-in.

5 From the Palette pop-up menu, select an option to determine whether the plug-in appears in the Foreground or Background palette. Select Default to place the palette in the background.

6 Enter a value in the HSpace text box to set the horizontal space between the multimedia element and the surrounding text (the padding to the left and right).

7 Enter a value in the VSpace text box to set the vertical space between the multimedia element and the surrounding text (padding above and below).

8 Select Is Hidden to hide the plug-in on the page. You might want to hide the plug-in if you want to play an audio clip as soon as the page is loaded (without any controls being displayed on the page).

Setting plug-in attributes

The Attribs tab of the Plug-in Inspector lets you add, edit, and delete plug-in attributes manually. You can use this tab with the generic Plug-in object to edit the attributes of multimedia files that GoLive does not support directly.

To set plug-in attributes:

1 In the Attribs tab of the Plug-in Inspector, click New to add a new attribute. In the left text box below the list box, type an attribute name. The attribute name appears in the Attribute column of the list box.

2 In the right text box, enter an attribute value. The attribute value appears in the Value column of the list box.

3 To delete an attribute, select the desired entry from the list box, and click Delete.

SWF plug-in options

When you select an SWF object, the SWF tab of the Plug-in Inspector offers the following options:

Autoplay Plays the SWF movie as soon as the page is loaded.

Loop Plays the movie in an endless loop.

Quality Balances visual appearance versus playback speed. From the pop-up menu, choose one of the following:

- Default to use the player settings.
- High to give priority to appearance over playback speed.
- Autohigh to emphasize appearance but to improve speed when the frame rate drops below the specified frame rate.
- Autolow to emphasize speed but to improve appearance when the Macromedia® Flash™ player determines that the processor can handle it.
- Low to give priority to playback speed over appearance.

Scale Specifies how the movie is placed within the browser window if the Width and Height settings specified in the Basic tab are different from those of the movie clip. From the pop-up menu, choose one of the following:

- Default to make the entire movie visible in the specified area while maintaining the original aspect ratio of the movie. No distortion occurs. Transparent or matte-colored borders may appear on two sides of the movie.
- No Border to scale the movie to fill the specified area while maintaining the original aspect ratio of the movie. Portions of the movie may be cropped. No distortion occurs.
- Exact Fit to make the entire movie visible in the specified area. No attempt is made to preserve the original aspect ratio. Distortion may occur.

SWF Detect plug-in options

When you select an SWF object, the Detect tab of the Plug-in Inspector offers the following options:

Type Specifies how the SWF object relates to the containing Web page. Choose from the following options:

- Detect Page to display the SWF file in a separate Web page, or display an alternate Web page if the browser doesn't have a compatible Flash plug-in.
- Inline with HTML to display the SWF file inline, or insert the contents of an HTML file if the browser doesn't have a compatible Flash plug-in.
- Inline with Image to display the SWF file inline, or display an alternate image if the browser doesn't have a compatible Flash plug-in.

Version Specifies the required Flash version.

Require Current Player Revision Prevents the SWF file from loading if the installed Flash plug-in is outdated.

To specify additional Detect Page options:

1 Select Store Results in a Cookie to limit browsers to one SWF detect process per session.

2 In the Flash Page text box, specify the Web page for the SWF file.

3 In the Alternate text box, specify the alternate Web page.

4 Click Create Page to generate the Web page for the SWF file.

To specify additional Inline with HTML options:

1 Select Load Player Stats from Cookie to limit browsers to one SWF detect process per session.

2 In the Source text box, specify the HTML file to insert if a Flash plug-in isn't installed.

To specify additional Inline with Image options:

1 Select Load Player Stats from Cookie to limit browsers to one SWF detect process per session.

2 In the Source text box, specify the image file.

3 Specify remaining image size, alignment, alternative text, and Name/ID options as desired. For more information, see "Resizing pre-optimized images" on page 235 and "Setting basic image options" on page 236.

Windows Media plug-in options

When you select a Windows Media object, the Windows Media tab of the Plug-in Inspector offers the following options:

Autoplay Starts the media file automatically when the page opens.

Invoke URLs Starts the default Web browser automatically in response to URL events; no mouse click is required.

Enable Context Menu Enables the context menu in the Windows Media Player window.

Mute Audio Mutes audio.

Enable Controls Reveals player controls during full-screen playback.

Stretch to Fit Enlarges video to fit the dimensions of the video window.

Full Screen Plays video in full-screen mode.

Windowless Video Displays video directly in the browser window, rather than in the Windows Media Player window. (Requires Internet Explorer for Windows XP or later.)

Base URL Converts relative links into absolute links. (Requires a Base element in the Head section of the page. For more information, see "Adding elements or scripts to the head section" on page 56.)

Default Frame Specifies the default target frame for URL events. (For more information about target frames, see "Setting up target frames" on page 159.)

Caption ID Identifies the HTML tag used to display captions. (Requires a tag that supports the innerHTML attribute.)

Current Position Indicates the start position of the media file in seconds from the beginning.

Current Marker Starts playback from the specified marker.

Play Count Specifies how many times the media file will play.

UI Mode Specifies which interface elements appear. Choose one of the following from the pop-up menu:

- Invisible to hide all controls and media files.
- None to reveal only media files.
- Mini to reveal media files, the status bar, and play, pause, stop, mute, and volume controls.
- Full to reveal all media files and controls.

Play Rate Determines playback speed. Default value is 1; values such as .5 and 2 equal half-speed and double-speed, respectively. (WMV and ASF files also support negative values, which cause reverse playback.)

Balance Determines audio balance between left and right speakers. Possible values range from
-100 (full left) to 100 (full right).

Volume Determines audio volume. Possible values range from 0-100.

File Specifies a Synchronized Accessible Media Interchange (SAMI) file containing closed captions.

Language Specifies which language to access from a SAMI file.

Style Specifies which style definition to access from a SAMI file.

RealOne plug-in options

When you select a RealOne object, the Real tab of the Plug-in Inspector offers the following options:

Autostart Plays the audio or video as soon as the viewer opens the page.

No Labels Suppresses display of information such as title, author, and copyright.

Controls Determines what controls are displayed. Choose from the following options in the Controls pop-up menu:

- Image Window to provide a context menu that allows the viewer to control playback in the playback area using controls such as Play and Stop. This context menu provides a choice of controls to let the viewer control the playback directly in the playback area. (Image Window is available only for videos and animations.)
- Control Panel (or Default) to display the default RealOne Player control panel, which contains Play, Pause, Stop, Fast Forward, and Rewind buttons, Position and Volume sliders, and a Mute button that appears when the speaker is selected.
- Play Button to display a Play/Pause button.
- Play Only Button to display a Play button.
- Mute Control to display a Mute button.
- Mute Volume to display a Mute button and volume slider.
- Position Slider to display a clip position slider.
- Clip Information to display an information field for information about the RealOne clip.
- Home Control to display the RealOne logo.
- Info Volume to display presentation information as well as a volume slider and a Mute button.
- Info Panel to display the presentation information panel.
- Status Bar to display informational messages, the network congestion LED, and the position field, which indicates the current place in the presentation timeline along with total clip length.
- Status Field to display the message text area of the status bar. If no status field or status bar is embedded, error messages display in the browser's status bar.
- Position Field to display the clip's current place in the presentation timeline and the total clip length.

Note: *You must have one RealOne object for each control. For example, Play and Pause buttons require two separate RealOne objects. For more information, see the* GoLive 7 Multimedia Authoring Guide*, available on the Adobe Web site.*

Console Groups multiple controls using an option you choose from the Console menu. For example, you can place different controls, such as a Play button and a Volume slider, in different HTML table cells. You can then tie these controls together by assigning the same Console name to each of them. You can assign a user-specified name in the Console text box, or you can choose a predefined name from the Console menu:

- Default to assign no Console name.
- _master to link the control to all other controls or groups of controls.
- _unique to avoid linking the control to any other control.

Controls that have no Console attribute assigned will be grouped together.

SVG plug-in options

When you select an SVG object, the SVG tab of the Plug-in Inspector offers the following option:

Select Use Compressed SVG Indirectly links the plug-in with the compressed SVGZ file via the uncompressed SVG file.

QuickTime plug-in options

When you select a QuickTime object, the QuickTime tab of the Plug-in Inspector offers the following options:

Show Controller Shows playback controls.

BGColor Displays a background color you specify in the color field. For more information, see "Using color" on page 67.

Cache Enables caching through the browser when the movie is played back.

Volume Sets the audio volume. Enter a value from 0 (mute) to 100 (full volume).

Autoplay Plays the movie automatically when the page opens.

Scale Resizes the movie. Enter one of the following values:

- Tofit to scale the movie to the size of the embedded player window.
- Aspect to scale the movie to the size of the embedded window but maintain aspect ratio.
- A number to scale the movie by a specific percentage. For example, .5 scales the movie to 50%, and 1.5 scales the movie to 150%.

Loop Plays the movie in an endless loop.

Palindrome Plays the movie in a loop from beginning to end and then from end to beginning.

Play Every Frame Plays all frames of the movie even if it's necessary to play at a slower rate to do so. This attribute is useful to play simple animations. (Selecting this attribute will turn off all audio tracks in the movie.)

Don't Flatten Maintains references to movie assets, rather than flattening them into the movie file.

Auto HREF Immediately loads any URL specified in the HREF parameter, without waiting for a mouse click.

Enable JavaScript Enables JavaScript functions to control movies.

Kiosk Mode Disables Save commands, including drag and drop functionality.

Link Provides a link to another page or movie when the movie is clicked.

Target Specifies the HTML frame targeted by the Link attribute. If a target isn't specified, links open in the same frame as the current movie. In addition to standard target options such as _self and _top, two QuickTime-specific options exist:

- QuickTime PlugIn (myself) replaces the QuickTime movie currently playing. This option is useful for poster movies (still frames that link to full movie files).
- QuickTime PlugIn (quicktimeplayer) starts a QuickTime movie in the QuickTime Player instead of the browser.

Save Embed Tags Applies the current plug-in settings to another movie started via the Link, Hotspots, or QTNext options.

Allow Embed Tags Overrides Enables plug-in settings to be overridden by user preferences or settings embedded in subsequently loaded movies.

Tags From the Tags menu, choose a tag to access additional options for that tag. For more information, see "QuickTime tag options" on page 258.

Open Movie Previews the movie in the QT Movie Viewer.

QuickTime tag options

The Tags menu on the QuickTime tab provides the following options:

Hotspots Links a hotspot to the specified URL.

Identifiers Identifies the movie name and ID for use in wired actions.

QTNext Specifies the URL of a movie that will play after the current movie.

QTSrc Forces browsers to use the QuickTime plug-in for the specified file, regardless of MIME type. Specify data rate in the Speed text box, and choose one of the following caching options from the Use Browser menu:

- Default to use the browser's caching setting.
- True to prevent browser caching.
- False to allow browser caching.

URL Substitute Replaces every instance of the specified string with the specified URL Substitute.

Time Specifies start and end frames for the movie.

XML List Specifies an XML list for controlling movie playback.

Setting plug-in preferences

In the Preferences dialog box, you can assign multimedia file types to the plug-ins installed in the GoLive program folder. This allows GoLive to play back multimedia files using the appropriate resources.

You can also configure GoLive to embed multimedia files for which it has no equivalent plug-in, but you won't be able to play the files in the document window.

To assign a multimedia file type to a plug-in:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Select Plug-ins from the list on the left.

3 Click New Item .

4 In the Mime Type text box, type a media file type and a MIME subtype.

5 If GoLive has no equivalent plug-in and can't recognize the MIME type, type associated file extensions in the Extensions text box.

Working with Java applets

GoLive lets you insert Java applets on a layout grid or in the flow of HTML code, so you can add animation or other advanced features to your page. In Mac OS, you can play Java applets in Layout and Preview modes from within GoLive; you don't need to start a browser to preview the applets. In Windows, you can play Java applets in Preview mode only.

Setting up Java applets

When you set up Java applets, the name of the .class file containing the applet appears in the Code text box of the Java Applet Inspector. The name of the applet appears in the Java Applet icon in the document window.

To set up a Java applet:

1 Drag the Java Applet icon from the Basic tab in the Objects palette to the Layout Editor, or double-click the icon in the Objects palette.

2 In the Basic tab of the Java Applet Inspector, specify an applet file in the Base text box.

Note: *With some Java applet generator programs, the .class extension is not added correctly to the CODE attribute. These applets work in the browser, but they won't display in GoLive.*

3 Name the applet by typing a unique name in the Name text box. The name cannot be used by any other object on your page.

4 Resize the applet by dragging the resize handles, or type Width and Height values in the Java Applet Inspector. (The values can be pixels or percentages.)

5 To align an applet with surrounding text when you are not using a layout grid, use the Hspace and Vspace text boxes and the Align pop-up menu.

Using Java applets as HTML Containers

GoLive lets you enter alternative text or HTML objects in the Java Applet icon. The browser displays alternative text if the applet element is understood but applet loading is turned off; the HTML is used when Java is not supported. By adding images or other HTML objects, you can edit or enrich the text or HTML content of the Java applet.

To display alternative text or HTML within the Java Applet icon:

1 With the Java Applet icon selected, click the Alt tab of the Java Applet Inspector.

2 Do one of the following:

- In the Alt Text text box, type the text you would like to display in place of the Java applet.
- Select Show Alternative HTML. In the document window, type the HTML directly into the applet icon, or drag any Basic or Forms icons from the Objects palette to the icon.

Using W3CObject controls

GoLive lets you insert and set up W3CObject controls, which can be downloaded and executed by a Web browser. W3CObject controls support ActiveX on Windows.

Setting up W3CObject controls

In Windows, you can set up W3CObject controls with a specific ActiveX object. In Mac OS, however, you can't specify an ActiveX object.

To set up a W3CObject control:

1 Drag the W3CObject Control icon from the Basic tab in the Objects palette to the Layout Editor, or double-click the icon in the Objects palette.

2 In Windows, click Select in the Object Inspector to open a list of installed ActiveX objects. Select an object to install, and click OK. The object appears in the W3CObject rectangle.

To view the W3CObject component while resizing, Ctrl-drag a corner handle.

Editing the attributes of W3CObject controls

The Properties tab of the W3CObject Inspector lets you enter and edit the properties of the W3CObject control. If you select a Windows ActiveX control, its properties are displayed; you can edit but not delete them.

Many Windows ActiveX controls have built-in dialog boxes that let you edit the properties. Click the Properties button in the Inspector or double-click the Windows ActiveX control to activate the built-in dialog box.

To add a property:

Click the Add button and type its name and value.

To remove a property:

Select it and click Delete.

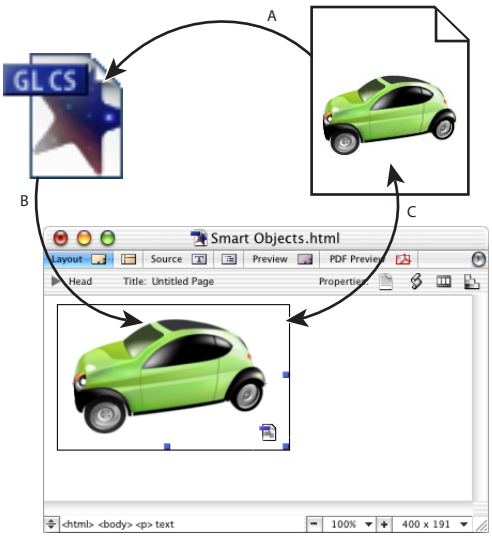
Adding Content from Adobe Applications

About adding content from Adobe applications

Adobe GoLive revolutionizes the way you can incorporate content from other Adobe applications to save time and effort. Smart Objects, for example, eliminate the need to preoptimize images outside of GoLive. With Smart Objects, you can import source files in formats such as native Photoshop and Illustrator, and then use GoLive's Save for Web feature to create Web-optimized images.

Smart Objects let you automate many common image-related tasks. For example, when you resize a Smart Object in the Layout Editor, GoLive automatically reoptimizes the image, keeping its appearance clear and sharp. Likewise, when you change the content of a Smart Object in another application, GoLive automatically updates the object's appearance on your Web pages. Smart Objects also streamline the process of adding sliced images to a page: GoLive automatically creates a table with cells for each slice.

The versatility of Smart Objects extends far beyond automated image optimization. They also provide features that let you convert HTML text to an image, create multiple image variations from a single image file, and import text and graphics from Adobe InDesign.



Smart Objects:
A. Source file added to the Layout Editor **B.** GoLive generates Web-optimized target file
C. Smart Object in Layout Editor maintains link between source and target files

Working with Smart Objects

Smart Objects offer an efficient and powerful way to add images to Web pages. After you specify a source file in a format such as Photoshop, Illustrator, PDF, or EPS, GoLive creates a target file in a Web-optimized format and maintains a link to the source file.

When you move, resize, or reoptimize a Smart Object, you're really manipulating the target file; the source file does not change. This process lets you generate multiple image variations from a single source file throughout your Web site.

When you double-click a Smart Object in the Layout Editor, the source file opens in its original application. If you make changes to the source image, GoLive can automatically update the target file.

Adding Smart Objects to the Layout Editor

To add files in the Photoshop, Illustrator, or PDF formats, use the Smart Photoshop, Smart Illustrator, or Smart PDF objects. To add files in other formats, use the Smart Generic object. The Smart Generic object supports the following formats: BMP, PCX, Pixar, Amiga IFF, TIFF, TARGA, PDF, EPS, JPEG, JPEG 2000, PNG, and PICT (Mac OS only).

When you add a Smart Photoshop or Smart Illustrator object, you can access many additional features, such as slices and variables. (See "Adding Photoshop images" on page 277 and "Adding Illustrator artwork" on page 279.) Similarly, when you add a Smart PDF object, you can add a PDF page as an image. (See "Adding PDF pages as images" on page 285.)

To add a Smart Object to your Web page:

1 From the Smart set in the Objects palette, drag a Smart Photoshop, Smart Illustrator, Smart PDF, or Smart Generic object to the Layout Editor.

2 In the Smart Image Inspector, specify a file for the image.

You can also add a Smart Object by dragging a Smart Object-compatible file to the Layout Editor.

Storing Smart Object files

When working with Smart Objects, store source and target files in two different places in the site window. Store source files in the Smart Objects folder in the Extras tab, and store target files in the Files tab. From those locations, GoLive can properly update source files and upload target files.

You can store target files anywhere in the Files tab, but many Web designers use an *images* folder to manage numerous image files more easily.

Editing Smart Object source files

To edit a source file, use the file's native application. When you return to GoLive, you can quickly update related target files to reflect your edits.

To edit a Smart Object source file:

1 In the Layout Editor, double-click the Smart Object.

2 In the native application, edit and resave the file.

Note: *In Windows, an SVG file opens in the default browser. To change this behavior, use the Web Settings dialog box to map a different application to SVG files. For more information, see "About Web Settings" on page 448.*

To update target files for an edited source file:

Do either of the following:

- Open any pages that contain the target files.
- Use the Update Files Dependent On command. For more information, see "Updating site files that are dependent on library files" on page 99.

To configure GoLive to open source files in a separate application:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 In the list on the left, select General, and then select User Interface.

3 Select Launch Other Applications to Edit Media Files.

Reoptimizing Smart Object target files

To reoptimize a target file, you access the Save for Web dialog box from the Smart Image Inspector.

To reoptimize a Smart Object target file:

1 Select the Smart Object in the Layout Editor.

2 Click the Settings button in the Smart Image Inspector.

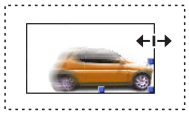
3 Specify new settings in the Save for Web dialog box.

Resizing Smart Objects

To resize a Smart Object, you can simply drag one of its resizing handles. When you release the mouse, GoLive regenerates the target file using the last-applied optimization settings.

Resizing sliced images is also very easy with Smart Objects. When you resize a sliced Smart Object, GoLive automatically generates a new table and reoptimizes each slice.

Note: *Because the SWF and SVG formats are vector-based and scalable, target files in those formats are not reoptimized.*



Resizing a Smart Object.

To resize a Smart Object:

In the Layout Editor, select the object, and then do one of the following:

- Drag a side handle to change width or height.
- Drag a corner handle to change both dimensions. (Hold down Shift while dragging to resize proportionately.)

To resize proportionately, click the Constrain Proportions button in the Smart Image inspector.

To return a Smart Object to its original size:

In the Basic tab of the Smart Image Inspector, click the Set to Original Size button.

Fitting Smart Objects in table cells and template regions

You can specify how a Smart Object fits in a smaller table cell or template region.

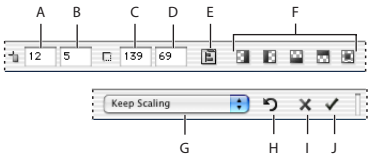
To fit a Smart Object in a cell or region:

In the Basic tab of the Smart Image Inspector, choose one of the following from the Scale menu:

- Exact Fit to disproportionately scale the image to the cell or region borders.
- No Border to proportionately crop the image at cell or region borders.
- Show All to proportionately scale the image to the largest size that fits the cell or region.

Cropping Smart Objects

If Web page redesigns require you to crop images, Smart Objects are the perfect solution. With Smart Objects, you can create multiple cropped versions of a single source file—without leaving GoLive.



Cropping options in the toolbar:
A. Horizontal position **B.** Vertical position **C.** Width
D. Height **E.** Open Alignment palette **F.** Crop Transparent Pixels options
G. Scaling menu **H.** Use Original Image
I. Cancel **J.** Crop

To crop a Smart Object:

1. In the Layout Editor, select the object.
2. In the Smart Image Inspector, click the Crop button.
3. In the Layout Editor, drag across the object to define crop boundaries.
4. To refine the position of crop boundaries, do any of the following:

- In the Layout Editor, place the cursor inside the crop boundaries, and drag with the Hand tool.

- In the toolbar, enter pixel coordinates in the Horizontal Position or Vertical Position text boxes.
- In the toolbar, click the Open Alignment Palette button, and then click one or more Align to Parent options. For more information, see "Repositioning, aligning, or distributing objects" on page 141.

5 To refine the size of crop boundaries, do one of the following:

- In the Layout Editor, place the cursor over a corner or side handle, and drag.
- In the toolbar, enter pixel dimensions in the Width and Height text boxes.

6 To place crop boundaries at opaque image edges, click one of the following buttons in the toolbar:

- Crop Left Transparent Pixels.
- Crop Right Transparent Pixels.
- Crop Top Transparent Pixels.
- Crop Bottom Transparent Pixels.
- Crop All Transparent Pixels.

7 From the scaling menu in the toolbar, choose one of the following options:

- Keep Scaling to maintain the current scale of the target image relative to the source image.
- Keep Size to resample the cropped area so it fills the current image dimensions.
- Resize to Original to scale the cropped area to its dimensions in the original source file.

Note: *If you use the Keep Size option, the image may become blurry.*

8 To apply the crop, either click the Crop Image button in the toolbar, or press Enter (Windows) or Return (Mac OS).

To cancel a crop:

Click the Cancel button in the toolbar, or press the Esc key.

To restore a cropped Smart Object to its original size:

1 In the Layout Editor, select the object.

2 In the Smart Image Inspector, click the Crop button.

3 In the toolbar, click the Use Original Image button.

Copying Smart Objects

If you copy a Smart Object to a different location, the copy references the same source file, but you must create a new, unique target file. With unique target files, you can independently resize and optimize several Smart Objects created from one source file.

Note: *If a Smart Object doesn't have a unique target file, GoLive displays a warning icon in the upper-left corner of the image.*

To create a new target file:

1 In the Layout Editor, select the Smart Object.

2 In the Basic tab of the Image Inspector, click the folder icon to the right of the Target text box.

To create new target files throughout a site, right-click the Smart Object and choose Source Link > Open All Smart Object Pages.

Changing the matte color of Smart Objects

To create the illusion of transparency on a page, you can change the matte color of a Smart Object to match the background color of the page. (In the target file, the matte color replaces transparency found in the source file.)

To change the matte color of a Smart Object:

1 In the Layout Editor, select the Smart Object.

2 In the Basic tab of the Smart Image Inspector, specify a color in the Matte color box.

3 Click Apply.

Note: *Smart Illustrator objects that use SVG or SWF format do not support matte color.*

Converting Smart Objects into regular image objects

You can convert a Smart Object into a regular image object to unlink the source and target files. When these files are unlinked, changes to the source do not affect the target.

To convert a Smart Object to a regular object:

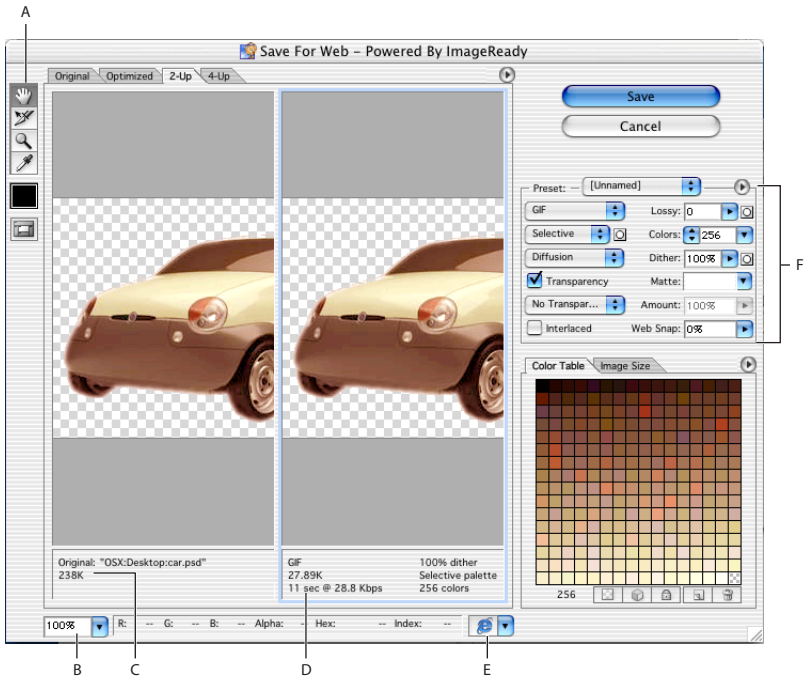
1 Right-click (Windows) or Control-click (Mac OS) a Smart Object.

2 Do one of the following:

- If your Smart Object is a bitmap image, choose Convert to Regular Image.
- If your Smart Object is an image in SVG or SWF format, choose Convert to Regular Plugin.
- If your Smart Object is a sliced Photoshop or Illustrator image, choose Convert to Regular Table.

Using the Save For Web dialog box

To create Web-optimized target files for Smart Objects, use the Save for Web dialog box. The View options in the Save For Web dialog box let you switch easily between optimized and original versions of an image. You can preview up to four versions of an optimized image simultaneously. After evaluating these previews, you can select the version that best balances image quality and file size.



Save For Web dialog box
A. Toolbox B. Zoom text box **C.** Annotations for original image **D.** Annotations for optimized image **E.** Preview In pop-up menu **F.** Settings panel

Viewing images Click a tab at the top of the image area to select a display option: Original to view the image with no optimization, Optimized to view the image with the current optimization settings applied, 2-Up to view two versions of the image side by side, or 4-Up to view four versions of the image side by side.

If the entire artwork is not visible in the Save For Web dialog box, you can use the Hand tool to bring another area into view. Select the Hand tool (or hold down the spacebar), and drag in the view area to pan over the image. You can also use the Zoom tool to magnify or reduce the view. Select the Zoom tool and click in a view to zoom in; hold down Alt (Windows) or Option (Mac OS) and click in a view to zoom out. Alternatively, you can specify a magnification level in the Zoom text box at the bottom of the Save For Web dialog box.

Selecting a view Click a different pane in the Save For Web dialog box to select a new view. If you're working in 2-Up or 4-Up view, you must select a view before you apply optimization settings. The selected view is indicated by a colored frame.

Viewing annotations The annotation area in the Save For Web dialog box provides valuable optimization information. For the original image, the annotation area shows the file name and file size. For the optimized image, the annotation area shows the current optimization options, the size of the optimized file, and the estimated download time using the selected modem speed. You use the Preview pop-up menu to select the modem speed for which you want to view the estimated download time. To open the Preview pop-up menu, click the triangle to the right of the optimized image.

Using preset optimization settings

You can save optimization settings as a named set and apply the settings when you work with other images. Settings that you save appear in the Preset menu in the settings panel of the Save For Web dialog box. GoLive also includes several predefined named settings.

When you adjust optimization settings so that they no longer match a named set, the Preset menu displays the term "Unnamed."

To save optimization settings:

1 With desired settings selected in the Optimize panel of the Save For Web dialog box, choose Save Settings from the Optimize menu in the settings panel. (Click the triangle to the right of the Preset pop-up menu to view the Optimize menu.)

2 Name the settings and save them in the GoLive CS/Settings/SaveForWeb/Optimize folder. (This is the only location where the settings will be recognized by GoLive so they appear in the Optimize menu.)

3 Click Save.

To apply named optimization settings to an image:

With an optimized image displayed, select a named set of optimization settings from the Preset menu in the settings panel.

To edit a named set of optimization settings:

1 Select the named set from the Preset pop-up menu in the Save For Web dialog box.

2 Adjust the settings in the settings panel.

3 Choose Save Settings from the Optimize menu in the Settings panel, and then save the settings with the name of the original set.

4 Click Save, and then click Replace.

To delete named optimization settings:

1 In the Optimize panel of the Save For Web dialog box, select a named set of optimization settings from the Preset pop-up menu.

2 Choose Delete Settings from the Optimize menu in the settings panel.

Applying optimization settings

You use the settings panel in the Save For Web dialog box to set optimization options. If you're working in 2-Up or 4-Up mode, you can *repopulate* the views to automatically generate lower-quality versions of the image based on the selected settings.

To apply optimization settings:

1 Select a view in the Save For Web dialog box. If your artwork contains multiple slices, select one or more slices to which you want to apply the optimization settings.

2 Do one of the following:

- Choose a named optimization setting from the Preset pop-up menu. (See "Using preset optimization settings" on page 269.)
- Choose a file format from the file format pop-up menu and set additional optimization options.

When using the Import > Photoshop Layers command, you can apply an optimization *setting to all layers by holding down Ctrl (Windows) or Control (Mac OS) while clicking Save.* (See "Adding layered Photoshop images" on page 278.)

To apply optimization settings based on file size:

1 Choose Optimize to File Size from the Optimize menu. (Click the triangle to the right of the Preset pop-up menu to view the Optimize menu.)

2 Specify a Start With option:

- Current Settings to use current optimization settings.
- Auto Select GIF/JPEG to automatically generate a GIF or JPEG file. (GoLive analyzes the colors in the image and automatically selects GIF or JPEG format.)

3 To determine which slices are optimized to the specified file size, select a Use option: Current Slice, Each Slice, or Total of All Slices.

4 Enter a value for file size, and click OK.

To repopulate optimization settings:

1 Apply optimization settings to a view in the 2-Up or 4-Up mode.

2 Choose Repopulate Views from the Settings panel menu.

The selected view and the original view are not altered during repopulation. For this reason, the Repopulate Views option works with 2-Up view only if the original version of the image is not displayed.

To reset optimization settings:

Press Alt (Windows) or Option (Mac OS), and click Reset.

The file size displayed in the Save For Web dialog box may be larger than the size on your local hard disk because GoLive adds Smart Object optimization settings to the target file. To remove this extra information from uploaded target files, select the "Strip GoLive data from media files" option in the Upload/Export panel of the Site preferences.

Optimization options for GIF and PNG-8 formats

GIF is the standard format for compressing images with flat color and crisp detail, such as line art, logos, or illustrations with type. You can lower the size of GIF images by reducing the number of colors in the file. Like the GIF format, the PNG-8 format efficiently compresses solid areas of color while preserving sharp detail; however, not all Web browsers can display PNG-8 files. PNG-8 settings are very similar to the GIF settings. (For additional general information about these formats, see "About GIF format" on page 237 or "About PNG-8 format" on page 239.)

When optimizing images for wireless devices such as i-mode cellphones, you must use the GIF format. For more information, see "Creating wireless content in GoLive" on page 354.

Lossy (GIF only) Specify a value to allow for lossy compression. Lossy compression reduces file size by selectively discarding data—a higher Lossy setting results in more discarded data. You can often apply a Lossy value of 5–10, and sometimes up to 50, without degrading the image. File size can often be reduced 5%–40% using the Lossy option.

Note: *You cannot use the Lossy option with the Interlaced option, or with Noise or Pattern Dither algorithms.*

Colors Choose a method for generating a color table from the Color Table pop-up menu. (See "Using the Color Table palette" on page 273.) Then specify the maximum number of colors in the Colors text box. If you choose Web from the Color Table pop-up menu, the Auto option becomes active in the Colors pop-up menu. Use the Auto option if you want GoLive to determine the number of colors in the color table based on the frequency of colors in the image.

Note: *If the image contains fewer colors than the number specified, the color table contains only the number of colors in the image.*

Dither Choose a dithering method from the Dithering menu, and specify the amount of application dithering. Dithering refers to the method of simulating colors not available in the color display system of your computer. A higher dithering percentage creates the appearance of more colors and more detail in an image, but can also increase the file size. For optimal compression, use the lowest percentage of dither that provides the color detail you require. Images with primarily solid colors or with fine lines may display better with no dither. Images with continuous-tone color (especially color gradients) may require dithering to prevent color banding. Choose No dither or select from the following options in the Dithering algorithm pop-up menu:

- Diffusion applies a random pattern that is usually less noticeable than Pattern dither. The dither effects are diffused across adjacent pixels.
- Pattern applies a halftone-like square pattern to simulate any colors not in the color table.
- Noise applies a random pattern similar to the Diffusion dither method, but without diffusing the pattern across adjacent pixels. No seams appear with the Noise dither method.

Transparency and Matte Select a combination of Transparency and Matte options to specify how transparent pixels in the image are optimized:

- To make fully transparent pixels transparent and blend partially transparent pixels with a color, select Transparency and select a matte color.
- To make all pixels with greater than 50% transparency fully transparent and all pixels with 50% or less transparency fully opaque, select Transparency and choose None from the Matte pop-up menu.
- To fill fully transparent pixels with a color and blend partially transparent pixels with the same color, select a matte color and deselect Transparency.

To select a matte color, click the Matte color swatch and select a color in the color picker. Alternatively, choose an option from the Matte pop-up menu: Eyedropper (to use the color in the eyedropper sample box), White, Black, or Other (to use the color picker).

Interlaced Select Interlaced to create an image that displays in low resolution in the browser while the full image file is downloading. Interlacing can make downloading time seem shorter and assures viewers that downloading is in progress. However, interlacing also increases file size.

Web Snap Specify a tolerance level for shifting colors to the closest Web palette equivalents (and prevent the colors from dithering in a browser). A higher value shifts more colors.

Optimization options for JPEG format

JPEG is the standard format for compressing continuous-tone images such as photographs. Optimizing an image as a JPEG relies on *lossy* compression, which selectively discards data. (For additional general information about this format, see "About JPEG format" on page 237.)

Quality Choose an option from the Quality menu or specify a value in the Quality text box. The higher the Quality setting, the more detail the compression algorithm preserves. However, using a high Quality setting results in a larger file size than using a low Quality setting. View the optimized image at several quality settings to determine the best balance of quality and file size.

Optimized Select Optimized to create an enhanced JPEG with a slightly smaller file size. The Optimized JPEG format is recommended for maximum file compression; however, some older browsers do not support this feature.

Progressive Select Progressive to create an image that displays progressively in a Web browser. The image will display as a series of overlays, enabling viewers to see a low-resolution version of the image before it downloads completely. The Progressive option requires use of the Optimized JPEG format.

Blur Specify the amount of blur to apply to the image. This option applies an effect identical to that of the Gaussian Blur filter while compressing the file more, resulting in a smaller file size. A setting of 0.1 to 0.5 is recommended.

ICC Profile Select ICC Profile to preserve the ICC profile of the artwork with the file. ICC profiles are used by some browsers for color correction. This option is only available after you've saved an image with an ICC profile—it is not available for unsaved images. (For more information about ICC profiles, see "Managing color in images" on page 248.)

Matte Specify how to optimize transparent pixels in the image:

- To fill fully transparent pixels and blend partially transparent pixels with a matte color, click the Matte color swatch and select a color in the color picker. Alternatively, choose

an option from the Matte pop-up menu: Eyedropper (to use the color in the eyedropper sample box), White, Black, or Other (to use the color picker).

- To make all pixels with greater than 50% transparency fully transparent and all pixels with 50% or less transparency fully opaque, choose None from the Matte pop-up menu.

Optimization options for PNG-24 format

PNG-24 is suitable for compressing continuous-tone images; however, it produces much larger files than JPEG format. (See "About PNG-24 format" on page 239.)

The advantage of using PNG-24 is that it can preserve up to 256 levels of transparency in an image (whereas JPEG saves pixels as fully opaque). To save an image with multilevel transparency, select Transparency. For more information about the Interlaced, Transparency, and Matte options, see "Optimization options for GIF and PNG-8 formats" on page 271.

Using the Color Table palette

The Color Table palette in the Save For Web dialog box gives you precise control over the colors in optimized GIF and PNG-8 images. With a maximum of 256 colors, you can add and delete colors in the color table, shift selected colors to Web-safe colors, and lock selected colors to prevent them from being dropped from the palette.

Using the Color Table palette menu The Color Table palette menu contains commands for working with colors. To view the menu, click the triangle above the right corner of the Color Table palette.

Sorting the color table You can sort colors by hue (neutral colors are assigned a hue of 0 and located with the reds), luminance (the lightness or brightness of a color), or popularity, making it easier to see an image's color range and locate particular colors. Choose a sorting command from the Color Table palette menu.

Adding new colors Select the Eyedropper tool and click a color in the image. (Or, click the color selection box and use the color picker to select a color.) Then click the New Color button, or select New Color from the Color Table palette menu. A small white square with a dark center appears in the lower right corner of the new color, indicating that the color is locked.

***Note**: If the color table already contains the maximum number of colors (256, or 255 with transparency), you cannot add a new color.*

Selecting colors To select a color in the image, select the Eyedropper tool, and click a color in the image. A white border appears around that color in the Color Table palette. To select a color in the Color Table palette, click the color. To select a contiguous group of colors, press Shift and click another color. All colors in the rows between the first and second selected colors are selected. To select a discontiguous group of colors, press Ctrl (Windows) or Command (Mac OS) and click each color that you want to select.

The Color Table palette menu provides commands for selecting colors. Choose Select All Colors, Select All Web-Safe Colors, Select All Non-Web Safe Colors, or Deselect All Colors.

***Note:** The Select All Web-Safe Colors command is not available when the optimized image does not contain Web-safe colors; likewise, the Select All Non-Web Safe Colors command is not available when the optimized image contains only Web-safe colors.*

Editing colors You can change a selected color in the Color Table palette to any other RGB color value. Double-click the color in the Color Table palette to display the default color picker, and then select a color. A small plus sign appears in the center of each edited color. When you regenerate the optimized image, the selected color changes to the new color wherever it appears in the image.

Mapping colors to transparency You can add transparency to an optimized image by mapping existing colors to transparency. Select one or more colors in the optimized image or the color table, and then click the Map Transparency button in the Color Table palette. The transparency grid appears in half of each mapped color swatch. The small square at the lower right of the swatch indicates that the color is locked.

Shifting to Web-safe colors You can shift colors to their closest equivalents in the Web palette to prevent the colors from dithering in a browser. Select the colors you want to shift, and click the Web Shift button in the Color Table palette. (Or, choose Web Shift/Unshift Selected Colors from the Color Table palette menu.) A small white diamond appears in the center of any color that has been Web-shifted (and in any Web-safe color).

Once you've shifted colors, you can revert them to their original values using commands in the Color Table palette menu. Choose Web Shift/Unshift Selected Colors or Unshift All Colors. Or, select a Web-shifted color and click the Web Shift button to revert it. To specify a tolerance for shifting colors, specify a value for Web Snap in the Settings panel of the Save For Web dialog box. A higher value shifts more colors.

Deleting colors You can delete selected colors from the color table to decrease the image file size. To delete selected colors, click the Delete button or choose Delete Color from the Color Table palette menu. When you delete a color, areas of the optimized image that previously included that color are rerendered using the closest color remaining in the palette.

Note: *Deleting a color changes the color palette type to Custom to prevent the color from being added back to the palette if you reoptimize the image.*

Locking and unlocking colors You can lock selected colors in the color table to prevent them from being dropped or dithered if you reduce the number of colors in the image. Click the Lock button, or choose Lock/Unlock Selected Colors from the Color Table palette menu. A white square with a red center appears in the lower right corner of each locked color.

To unlock all colors, choose Unlock All Colors from the Color Table palette menu.

Saving and loading color tables You can save color tables from optimized images to use with other images and load color tables created in other applications. To save a color table, choose Save Color Table from the Color Table palette menu. By default, the filename extension .act (Adobe Color Table) is added to the color table file. To load a color table, choose Load Color Table in the Color Table palette menu. You can load a color table from an .act file or a GIF file (to load the file's embedded color table).

Once you load a new color table, the colors in the optimized image change to reflect the new color table.

Using the Image Size palette

The Image Size palette in the Save For Web dialog box lets you specify a new size for the target file.

Width and Height You can enter values for the new width and height of the target file.

Constrain Proportions You can select Constrain Proportions, and then specify the new size by entering a Percent value. Or, you can enter a value for either the width or the height, and the accompanying dimension will adjust its size accordingly.

Quality Choose from the following resampling methods:

- Nearest Neighbor to resample quickly but imprecisely. This method preserves hard edges and produces a smaller file size.
- Bilinear to resample moderately quickly and precisely.
- Bicubic to resample slowly but precisely. This method results in the smoothest tonal gradations.
- Bicubic Smoother to greatly enlarge images.
- Bicubic Sharper to greatly reduce images.

Apply Click to apply the values you entered in the Image Size palette.

Working with slices during optimization

If your Photoshop (PSD) or Illustrator SVG file contains multiple slices, you can specify the slices to which you want to apply optimization settings. You can also share optimization settings between slices by linking slices together. Linked slices in GIF and PNG-8 format share a color palette and dither pattern to prevent the appearance of seams between the slices.

You can also assign a URL link, specify which frame the URL opens, and add Alt text, a status message, and a background color to a slice.

To show or hide slices in the Save For Web dialog box:

Click the Toggle Slice Visibility button .

To select slices in the Save For Web dialog box:

1. Select the Slice Select tool .
2. Click a slice to select it. Shift-click or Shift-drag to select multiple slices.

To set options for a user slice:

1. Double-click the slice with the Slice Select tool.
2. In the Slice Options dialog box, do any of the following, and click OK:

- Type the slice name in the Name text box. By default, GoLive uses the slice name as the file name when you save the Web page.
- Specify a URL to make the slice area a hotspot in your Web page. You can type a relative URL or a full URL (including http://), or choose a previously created URL from the pop-up menu.
- If you specified a URL, specify the frame you want the link to target in the Target text box. You can type the name of a target frame, or choose a standard option from the pop-up menu.
- Type text in the Message text box that will appear in the browser's status area when the mouse is positioned over an image.
- Type text in the Alt text box that will appear in place of image data in nongraphical browsers (and will be used by voice-recognition software).

- Choose a color that will appear in the slice area of your Web page from the Background pop-up menu.

Saving optimized images

When you've applied a combination of settings that achieve a balance between quality and file size, you're ready to save the optimized image. GoLive lets you change the optimization settings for existing Smart Objects at any time. (See "Reoptimizing Smart Object target files" on page 264.)

To save an optimized image:

1 Select the view with the desired optimization settings in the Save For Web dialog box, and click Save.

2 Specify a filename and location for the resulting file or files.

3 Click Save.

Editing output settings for optimized files

When you save an optimized image, you can specify how slices and files are named, and how background images are handled. You set these options in the Output Settings dialog box.

Using the Output Settings dialog box

The Output Settings dialog box displays different sets of output options. In GoLive, you can save your output settings and apply them to other files.

Displaying the Output Settings dialog box: Choose Edit Output Settings from the Optimize menu in the Save For Web dialog box. (Click the triangle to the right of the Preset pop-up menu to view the Optimize menu.)

Displaying predefined output options Choose an option from the Settings menu.

Switching to a different set of options Choose an options set from the pop-up menu below the Settings menu. Or, click Next to display the next set in the menu list, and click Prev to display the previous set.

Saving output settings Set the options as desired, and click Save. Type a filename, choose a location for the saved file, and click Save.

You can save the output settings anywhere. However, place the file in the GoLive CS/Settings/SaveForWeb folder to ensure that the file will appear in the Settings menu in GoLive.

Loading output settings Click Load, select a file, and click Open.

Setting slice output options

In the Output Settings dialog box, you can set the following options for the Slices set:

Empty Cells Specifies how empty slices are converted to table cells. Select GIF, IMG W&H to use a one-pixel GIF with width and height values specified on the IMG tag. Select GIF, TD W&H to use a one-pixel GIF with width and height values specified on the TD tag. Select NoWrap, TD W&H to place a nonstandard NoWrap attribute on the table data and also place width and height values specified on the TD tags.

TD W&H Specifies when to include width and height attributes for table data: Always, Never, or Auto (the recommended setting).

Spacer Cells Specifies when to add one row and one column of empty spacer cells around the generated table: Always, Never, or Auto (the recommended setting). Adding spacer cells is necessary with table layouts in which slice boundaries do not align, to prevent the table from breaking apart in some browsers.

Default Slice Naming Choose elements from the pop-up menus or enter text into the fields to be combined into the default names for all user slices. Elements include document name, the word *slice*, numbers or letters designating slices or rollover states, slice creation date, punctuation, or *none*.

Setting file saving options

In the Output Settings dialog box, you set the following options for the Saving Files set:

File Naming Choose elements from the pop-up menus or enter text into the fields to be combined into the default names for all files. Elements include document name, slice name, rollover state, trigger slice, file creation date, slice number, punctuation, and file extension. Some options are relevant only if the file contains slices or rollover states.

The fields let you change the order and formatting of the filename parts (for example, letting you indicate rollover state by an abbreviation instead of the full word).

File Name Compatibility Select one or multiple options to make the filename compatible with Windows (permits longer filenames), Macintosh, and UNIX operating systems.

Note: *Filenames may be truncated after 31 characters.*

Put Images In Folder Specifies a folder name where optimized images are saved (available only with documents containing multiple slices).

Copy Background Image When Saving Copies the background image file specified in the Background set into the images folder for the Web page.

Include Copyright Includes copyright information with the image.

Adding Photoshop images

GoLive provides extensive support for images in Photoshop format. With Smart Photoshop objects, you can access slices and edit variables for text content and layer visibility. With the Import > Photoshop Layers command, you can independently optimize and position image layers. (For more information about variables, see "Using variables in a Photoshop file" on page 284.)

Adding sliced Photoshop images

To add a sliced Photoshop image to a page, use the Smart Photoshop object . After you specify the source Photoshop file and optimize each slice in the Save for Web dialog box, GoLive automatically creates a table to contain the sliced image. For more information, see "Working with slices during optimization" on page 275.

GoLive saves the optimized target file for each slice in an *image_name*.data folder. Place this folder in the site folder so that GoLive can properly manage and publish the target files.

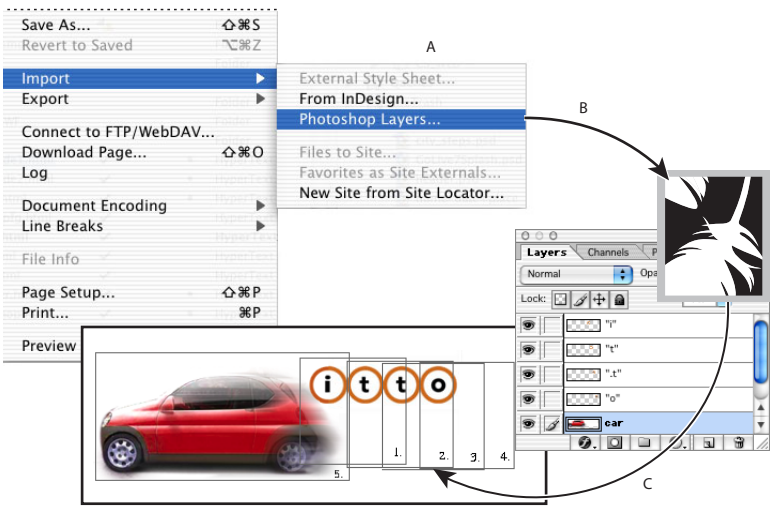
Note: *To edit the table attributes of a sliced Photoshop file, you must use Photoshop.*

Adding layered Photoshop images

GoLive lets you import Photoshop layered images so that each layer in the image is converted into an appropriate Web-safe format of your choosing. The imported Photoshop layers appear in the Web page as separate GoLive layers, which can later be converted to a layout grid or table if they don't overlap. (See "Laying out pages with layers" on page 144.)

Note: *This method of importing Photoshop images doesn't involve Smart Photoshop objects, which are flattened into one layer.*

GoLive uses Photoshop layer names to generate names for the corresponding GoLive layers. Because some browsers incorrectly interpret GoLive layers with names that begin with numbers, avoid creating layer names that begin with numbers in Adobe Photoshop. (If necessary, you can change the names of GoLive layers after importing a layered Photoshop file.)



Import > Photoshop Layers command:
A. A layered PSD file brought into GoLive using the Import > Photoshop Layers command. **B.** Save for Web generates separate target files from each layer of the PSD file. **C.** Target files appear in the Layout Editor in separate layers.

To import a layered Photoshop image:

1 Choose File > Import > Photoshop Layers.

2 Select the folder where you want to save the layers, and click Open.

If you import many layered images, you may want to organize each one into a separate destination folder (for instance, a subfolder within your images folder).

3 In the Save For Web dialog box, choose the optimization settings you want for the first layer, and then do one of the following:

- Click Save. GoLive adds the first layer as a lowest layer on the page, and then opens the Save For Web dialog box for each remaining layer. Repeat the process of choosing an optimization setting and clicking Save for each layer. Each Photoshop layer is placed in a separate GoLive layer in the Layout Editor.
- Hold down the Ctrl key and click Save All. Save All applies the same settings to all layers in the imported Photoshop file. Each layer is placed in a separate layer in the Layout Editor.

Note: *Clicking Cancel only cancels the import process for the current layer. Press Ctrl while clicking Cancel to cancel the import process for all remaining layers.*

Adding Illustrator artwork

With Smart Illustrator objects, you can import AI and SVG files, edit their contents, and optimize them for the Web. Smart Illustrator objects support many powerful Web design tools, such as slices and variables. For more information, see "Adding sliced Illustrator SVG images" on page 280 and "Using variables in an Illustrator SVG file" on page 284.

Choosing a format for Illustrator source files

For Smart Illustrator objects, you can specify source files in AI or SVG format. You can optimize AI files in both vector and bitmap formats, but SVG files only in bitmap formats. You must use SVG source files, however, if you want to edit slices and variables created in Illustrator.

Note: *GoLive does not support multilayered Illustrator files. Layered Illustrator images are flattened during the optimization and conversion process.*

Choosing a format for Illustrator target files

From an Illustrator AI source file, you can create target files in either the bitmap GIF, JPEG, PNG, or WBMP formats, or the vector SVG, SVGZ, and SWF formats. From an Illustrator SVG source file, you can create target files only in the bitmap formats.

When you specify an AI source file, you must choose between the bitmap and vector optimized formats. If you choose the bitmap formats, you optimize the file in the Save for Web dialog box. If you choose the vector formats, you optimize the file in Illustrator.

To choose an optimized format for an AI file:

1 In the Layout Editor, add a Smart Illustrator object.

2 In the Basic tab of the Smart Illustrator Image Inspector, reference the AI file in the Source text box.

3 In the Conversion Settings dialog box, choose one of the following:

- Bitmap Formats to open the Save for Web dialog box and optimize the file in GIF, JPEG, PNG, or WBMP format.
- SVG or SVG Compressed to open Illustrator and set optimization options in the SVG Options dialog box.
- SWF to open Illustrator and set optimization options in the Macromedia Flash (SWF) Format Options dialog box. For more information, see "Setting optimization options for SVG and SWF files" on page 280.

Adding sliced Illustrator SVG images

If you use a Smart Illustrator object, GoLive can work with slices established in Illustrator SVG files. As with sliced Photoshop images, you can assign links to slices and optimize them independently. (See "Working with slices during optimization" on page 275.)

GoLive saves the optimized target file for each slice in an *image_name*.data folder. Place this folder in the site folder so that GoLive can properly manage and publish the target files.

Updating links in an SVG file

GoLive can track links in Illustrator SVG files. If a link destination moves, GoLive automatically prompts you to update the link. Use the In & Out Links palette to re-establish or change links in SVG files.

To update a link in an SVG file:

1 In the Layout Editor, select the SVG object that contains the link.

2 Choose Window > In & Out Links, and then specify the link destination in the In & Out Links palette.

It's useful to click the External tab in the site window so you can view any redirected external links.

Setting optimization options for SVG and SWF files

When you optimize a Smart Illustrator object in SVG or SWF format, GoLive opens Illustrator so you can access several advanced optimization options. In an SVG file, for example, you can store subsets of fonts and preserve Illustrator-specific data. In an SWF file, you can export Illustrator layers to SWF frames, specify the frame rate, and more.

Optimization options for SVG format

The SVG Options dialog box opens when you add a Smart Illustrator object to the Layout Editor and save the object in SVG format. SVG files can contain sophisticated elements created in Illustrator, such as gradients, animation, and filter effects. (See "About SVG format" on page 239.)

Fonts Subsetting Specifies a method for choosing which glyphs are saved with the SVG file. If you are likely to change the text content of the file—for example, if you plan to set variables—do not choose None (Use System Fonts) or Only Glyphs Used; choose one of the other options.

- All Glyphs—the full set of English and Roman-letter font characters.
- None (Use System Fonts)—omits all fonts, which keeps the file size as small as possible. However, this setting relies on the fonts being installed on the user's system.
- Only Glyphs Used—the set of glyphs for text that exists in the document. This option is not available for linked fonts. Do not use this option if the textual content of the SVG file might change.
- Common English—the set of English font characters.
- Common English & Glyphs Used—the set of English font characters plus all other glyphs used in the document.

- Common Roman—the set of Roman-letter font characters.
- Common Roman & Glyphs Used—the set of Roman-letter font characters plus all other glyphs used in this document.

Font Location Select either Embed Fonts or Link Font:

- Embed—increases file size but ensures that the fonts will always be available, even if they are not installed on the user's system. This is useful, for example, if you distribute the SVG file via e-mail.
- Link—links the document to a separate exported font file from the original Illustrator file. This is useful if you have several SVG files that share the same fonts. Illustrator saves fonts in CEF (Compact Embedded Font) format.

Images Location Determines whether images are embedded or linked. If your AI file contains a rasterized image, select Embed Images, not Link for Images. Embedding images increases file size but ensures that rasterized images will always be available for viewing by the user.

Preserve Illustrator Editing Capabilities Preserves Illustrator-specific data in the SVG file.

Advanced SVG options

Click the Advanced button in the SVG Options dialog box to use the following options.

CSS Properties Choose an option from the CSS Properties pop-up menu to determine how style attributes are saved in the SVG code. The default method, Style Attributes <Entity Reference>, results in faster rendering times and reduced SVG file size. Use the Style Attributes method if the SVG code will be used in transformations—for example, transformations using Extensible Stylesheet Language Transformation (XSLT)—but be aware that this results in slightly larger file size. Use the Style Element method when sharing files with HTML documents. By selecting Style Element, you can then modify the SVG file to move a style element into an external stylesheet file that is also referenced by the HTML file. However, the Style Element option also results in slower rendering speeds.

Decimal Places Specifies the precision of vector data in the SVG file. You can set a value of 1 to 7 decimal places. A high value results in a larger file size and increased image quality.

Encoding Choose a method from the Encoding pop-up menu to determine how to encode characters in the SVG file. ISO 8859-1 is suitable for most European languages, while UTF (Unicode Transformation Format) is preferred for non-Roman languages. (UTF-8 is an 8-bit format and usually creates smaller files without losing any information compared to the 16-bit UTF-16 format.)

Optimize for Adobe SVG Viewer Optimizes for the Adobe SVG viewer through an Adobe XML namespace. This option takes advantage of faster rendering for features such as filter effects.

Include Extended Syntax for Variable Data Includes all information needed for variable substitution in the SVG file. Select this option if you're exporting a template for use in GoLive or AlterCast.

Include Slicing Data Preserves slice locations and optimization settings.

Include File Info Preserves information about your document. This is useful to track information such as "Author," "Date Created," and "Date Modified."

Optimization options for SWF format

The Macromedia Flash (SWF) Format Options dialog box opens when you add a Smart Illustrator object to the Layout Editor and save it in SWF format. Since SWF is a vector-based format, the artwork maintains its image quality at different resolutions and is ideal for the creation of animation frames. (See "About SWF format" on page 240.) Although the SWF format uses vector data, it also uses bitmap data when appropriate.

Export As Specifies a static or animated SWF file. Choose AI File to SWF File to export the artwork to a single SWF frame. Choose AI Layers to SWF Frames to export the artwork on each layer to a separate SWF frame, creating an animated SWF.

Note: *Select AI File to SWF File to preserve layer clipping masks.*

Frame Rate Specifies the rate at which the animation will be played in a SWF viewer. (This option is only available when you choose AI Layers to SWF Frames.)

Looping Causes the animation to loop continuously, rather than play once and then stop, when played in a SWF viewer. (This option is only available when you choose AI Layers to SWF Frames.)

Read Only Prohibits users from modifying the exported SWF file.

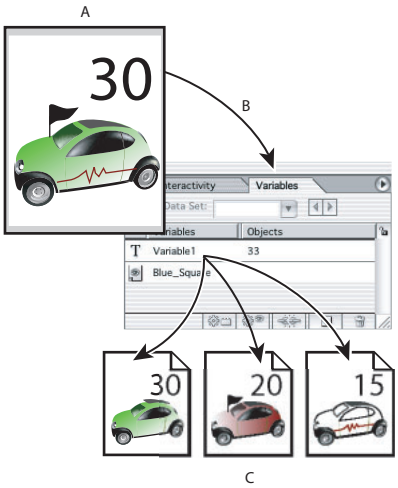
Clip to Artboard Size Exports only artwork that falls within the page borders of the Illustrator file.

Curve Quality Determines the accuracy of the bezier curves. A low number decreases the exported file size with a slight loss of curve quality. A higher number increases the accuracy of the bezier curve reproduction, but results in a larger file size.

Image Options Specifies the resolution and format for bitmap images in the SWF file.

Creating multiple versions of an image

In GoLive, variables let you create multiple image versions from one image file. You first establish variables in Photoshop or Illustrator; then you edit them in GoLive by using Smart Objects. Variables can control elements such as text content and layer visibility. For example, you might have an image with text containing the price of an item. If you want to quickly modify the price, there's no need to create separate image files in another application. Instead, you can simply modify a text variable in GoLive.



Creating different versions of an image using variables:
A. Source file **B.** Variables palette in Illustrator
C. Different versions of an image in separate target files, each with different variable settings

The power of variables is that you can create more than one target file, each with different images and text created by assigning different variable settings. Because variables use Smart Objects, you can edit the source file and quickly update all related versions throughout your site. (See "Updating site files that are dependent on library files" on page 99.)

For information about assigning variables in an Illustrator or Photoshop file, see the Adobe Illustrator CS or Adobe Photoshop CS documentation.

Using variables in an Illustrator SVG file

In an Illustrator SVG file with variables, you can control text content and object visibility.

To set variables in an Illustrator SVG file:

1 Using a Smart Illustrator object, add an Illustrator SVG file with variables to the Layout Editor.

2 In the Variable Settings dialog box, do any of the following:

- Select the Use option for a text variable and enter text in the text box to change the original text.
- Select the Use option for an object, then choose from the menu to specify whether an object is visible or invisible in the target file.
- Leave the Use option deselected for variables you wish to leave as is.

Important: *If you select the Use option for a text variable and don't enter any text, the original text is deleted. GoLive will treat the empty text box as the new value of the text variable.*

Using variables in a Photoshop file

In a Photoshop file with variables, you can change the content of text layers and the visibility of image layers.

If you import a file with text layers, GoLive automatically imports the topmost text layer as a text variable. GoLive can also import lower text layers as text variables, but only if you first assign variables to the layers in Photoshop.

To set variables in a Photoshop file:

1 Using a Smart Photoshop object, add a PSD file with a text layer to the Layout Editor.

2 In the Variable Settings dialog box, do any of the following:

- Select the Use option for a text variable and enter text in the text box to change the original text.
- Select the Use option for an image layer, and then choose from the menu to specify whether the layer is visible or invisible in the target file.
- Leave the Use option deselected to accept the original layer as is.

Important: *If you select the Use option for a text variable and don't enter any text, the original text is deleted. GoLive will treat the empty text box as the new value of the text variable.*

Updating variables in a target file

After you create a target file containing variables, you can update those variables at any time.

To update variables in a target file:

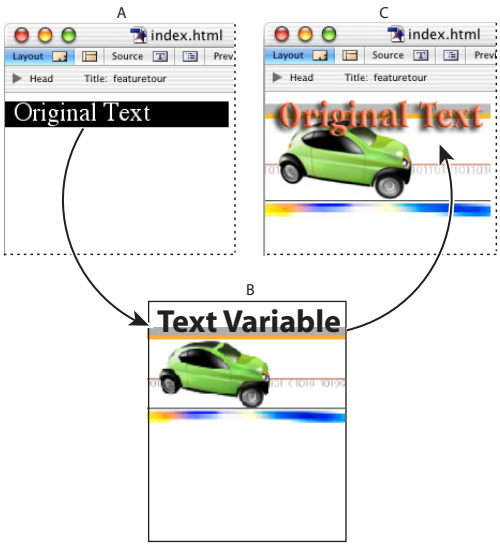
1 Select the desired Smart Object in Layout Editor.

2 In the Smart Image Inspector, click the Variables button.

3 Make the desired changes in the Variable Settings dialog box, and click OK.

Converting text to an image

You can convert HTML text into an image using the Convert Text to Banner command. This command replaces the HTML text with a Smart Object and requires an Illustrator SVG or Photoshop PSD file with variables. (For more information about variables, see "Creating multiple versions of an image" on page 283.)



Convert Text to Banner:
A. HTML text selected in Layout Editor **B.** Source file with text variable
C. Target file replaces original HTML text

To convert text to an image:

1 Select text in the Layout Editor.

2 Choose Special > Convert Text to Banner. GoLive replaces the text with a Smart Object.

3 Specify an Illustrator SVG or Photoshop PSD source file with variables, and click Open.

4 To change the text, edit it in the text box of the Variables Settings dialog box. (See "Using variables in an Illustrator SVG file" on page 284 or "Using variables in a Photoshop file" on page 284.)

5 Set optimization options in the Save for Web dialog box.

Adding PDF pages as images

When you add a Smart PDF object, you specify a PDF page that becomes an image on the Web page. If you revise the PDF page in the future, GoLive updates the image to reflect your changes.

To add a PDF page as an image:

1 Add a Smart PDF object to the Layout Editor, and specify a PDF file in the Source text box of the Smart PDF Image Inspector.

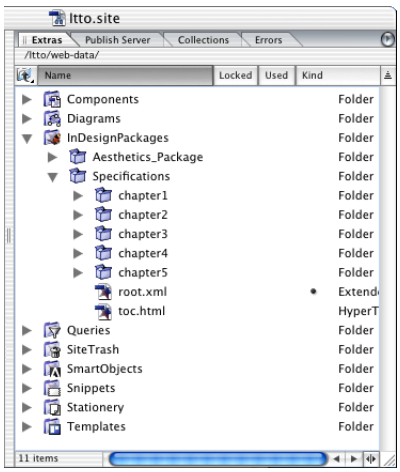
2 In the PDF Options dialog box, click the Rotate Left button or the Rotate Right button if desired.

3 Use the navigation options to locate the desired page, and then click the page thumbnail. (See "Navigating PDF documents" on page 347.)

Adding InDesign content

With InDesign's Package for GoLive feature, you can easily incorporate content from InDesign documents into GoLive Web pages. From a PDF preview of these packages, you can simply drag text, tables, and graphic assets into GoLive pages. If you plan to update package assets throughout a site, you can add text and tables as components, and add graphics as Smart Objects.

You can also import tagged InDesign objects into co-author fields that reflect the tag names. With this powerful functionality, you can quickly revise an online co-author section to match related print documents. For more information, see "Importing tagged InDesign objects into co-author sections" on page 292.



InDesign packages imported into a site:
A. Package of one InDesign document **B.** Package of InDesign book with multiple documents

Importing InDesign packages into sites

If you plan to regularly update a package's assets throughout a site, import the package into the site window. When you later update the package in InDesign, you can reimport it and use the Update Files Dependent On command to ensure that the site uses the most current package assets. (See "Updating site files that are dependent on library files" on page 99.)

To import a package into a site:

1 Open the site.

2 Choose File > Import > From InDesign, navigate to the package folder, and then click OK.

3 When GoLive asks if you want to copy the package into the site, click Yes.

To export a package into a site from InDesign, save the package in the site's web-data/InDesignPackages folder.

To open a previously imported package in a site:

In the Extras tab of the site window, double-click the InDesignPackages folder, and then double-click the folder for the package.

Importing stand-alone InDesign packages

If you need to quickly import package assets that won't later be updated in InDesign, import a stand-alone package.

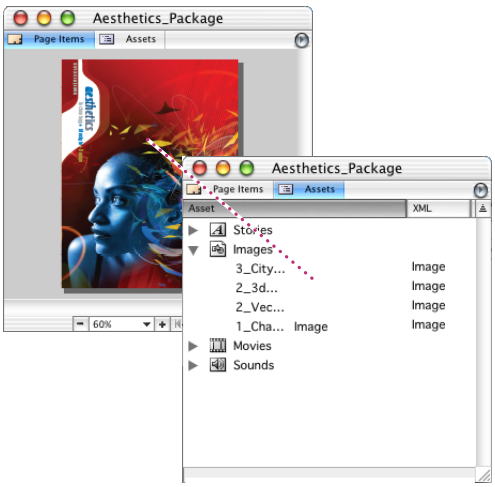
To import a stand-alone package:

1 Choose File > Import > From InDesign, navigate to the package folder, and then click OK.

2 If GoLive asks if you want to copy the package to an open site, click No.

Using the package window

Using the package window, you can quickly navigate a package, get detailed information about the assets it contains, and add those assets to Web pages.



An asset in the Page Items and Assets tabs of the package window.

To add a package asset to a Web page

Drag the asset from the package window to the document window.

To view a different page of a package:

In the status bar of the package window, do either of the following:

- Click the First Page button, the Previous Page button, the Next Page button, or the Last Page button.
- Type in the Page Number text box.

You can also double-click page borders to view a different page. Double-click the left or top borders to view the previous page; double-click the right or bottom borders to view the next page.

To view package assets by category:

Click the Assets tab, and expand one or more of the following asset categories: Stories, Images, Movies, or Sounds.

When you click the Assets tab, the InDesign Package Content Inspector displays the package preview. To zoom in on an asset, double-click it.

Selecting objects in the package preview

The package preview lets you easily identify and select specific objects.

To zoom in on an object:

Double-click the object in the package preview. (To zoom back out, double-click the object again.)

To select an object from a stack:

Right-click (Windows) or Control-click (Mac OS) the stack, and choose Select > *[object name]* from the context menu.

To prevent an object from being selected:

Right-click (Windows) or Control-click (Mac OS) the object, and choose Hide from the context menu.

To re-enable an object to be selected:

1 In the View palette, select Hidden.

2 In the package preview, right-click (Windows) or Control-click (Mac OS) the object, and choose Reveal from the context menu.

Customizing the package preview

The View palette lets you customize the package preview to show and hide different types of InDesign objects.

Highlight Page Items Colors objects gray. This option is particularly useful for text frames.

Show Tag Colors Colors tagged InDesign objects with the tag color specified in InDesign.

Untagged Shows untagged InDesign objects.

Tagged Shows tagged InDesign objects.

Inline Shows graphic objects placed inside text frames.

Native Shows graphic objects created in InDesign, such as polygons and rectangles.

Note: *When you add a native object to a Web page, it becomes a Smart PDF object.*

Hidden Allows you to select objects disabled by the Hide command.

Adding images from InDesign packages

When you create a package in InDesign, you can save original and optimized versions of each image. If you save optimized versions, you can also include formatting, such as clipping paths and borders. GoLive lets you specify which version of an image to use from a package.

After you specify the desired version of an image, you can add it to a page as either a Smart Generic object or a regular image object.

Note: *InDesign supports some image features, such as spot colors, that GoLive does not support. For best results, optimize complex images in JPEG or GIF format when creating packages in InDesign. For more information, see the Adobe InDesign CS documentation.*

To add an image from a package:

1 From the package window, drag the image asset to a page.

2 If the Save for Web dialog box appears, set optimization options for the target file, and then click Save.

To specify which packaged version of an image to use:

1 In the Page Items tab of the package window, select the image.

2 In the toolbar, choose one of the following from the Data menu:

- Copy Image to use the original version.
- Optimized Image to use the optimized version.
- Format Image to use the optimized version that includes formatting.

Note: *The options above are available only if corresponding original and optimized images were exported from InDesign.*

To specify whether an image becomes a Smart Object or a regular image object:

1 In the Page Items tab of the package window, select the image asset.

2 In the toolbar, choose Image from the Generator menu, and then click the Settings button.

3 In the Image Options dialog box, do one of the following:

- Select Generate Smart Object to create a Smart Generic object for original image versions. To create a regular image object for optimized image versions, also select Automatic.
- Deselect Generate Smart Object to create a regular image object for all image versions.

To apply settings to all images in a package, hold down Alt (Windows) or Option (Mac OS) while clicking OK.

Adding text frames and tables from InDesign packages

From InDesign packages, you can add text frames and tables as either HTML elements or XML components. XML components function exactly like GoLive's HTML components; if you update a package, GoLive updates all related components throughout a site. (See "Using components" on page 311.)

When you import packages, GoLive converts InDesign paragraph and characters styles into CSS styles. These CSS styles are stored with packages in an internal style sheet, but you can also create an external style sheet for a package. Internal style sheets determine how assets appear when you first add them to Web pages; external style sheets allow you to automatically update package assets throughout a site. You can edit both types of style sheets in the CSS editor. (See "Using the CSS Editor" on page 215.) Be aware, however, that CSS doesn't preserve all InDesign character and paragraph attributes. For more information, see the Adobe InDesign CS documentation.

Note: *The character encoding of the Web page must match the character encoding specified in InDesign's Package For GoLive dialog box; otherwise, characters like apostrophes and curly quotes may drop out. For information about character encoding, see* *"Adding elements or scripts to the head section" on page 56*.

To add a text frame or table from an InDesign package:

From the package window, drag the text frame or table to a page.

To add a text frame or table as a graphic, hold down Shift while dragging; the text becomes a resizable Smart Object.

To edit the internal style sheet for a package:

From the package window menu, choose CSS Styles > Edit.

To revert to the original internal style sheet:

From the package window menu, choose CSS Styles > Generate.

To create an external style sheet for a package:

1 From the package window menu, choose CSS Styles > Save to Site.

2 Name the style sheet, specify a location in the site folder, and then click Save.

To specify how a text or table asset uses CSS styles and components:

1 In the Page Items tab of the package window, select the text or table asset.

2 In the toolbar, choose InCopy from the Generator menu, and then click the Settings button.

3 In the InCopy Translation Options dialog box, choose one of the following from the CSS Style Definition menu:

- None to write no CSS styles.
- Internal CSS to write styles to the internal style sheet.
- External CSS to write styles to an external style sheet.

4 If you chose External CSS in step 3, specify the style sheet in the CSS Style Sheet text box.

5 From the CSS Style Usage menu, choose one of the following:

- Use to include styles for both <p> and tags.
- Do Not Use to use plain text.

6 From the Content Usage menu, choose one of the following:

- Component to add the asset as a component.
- Direct to add the asset as inline HTML code.

To apply settings to all text assets in a package, hold down Alt (Windows) or Option (Mac OS) while clicking OK.

Importing tagged InDesign objects into co-author sections

By using InDesign packages, you can import tagged InDesign objects into fields in co-author sections and quickly match related print and Web designs. For more information about co-author sections, see "Creating co-author sections" on page 339. For more information about InDesign tags, see the Adobe InDesign CS documentation.

To import tagged InDesign objects into a co-author section:

1 In InDesign, use tag names that correspond to field names in the co-author section.

2 In GoLive, import the package into the site that contains the co-author section.

3 From the package window menu, choose Template Workflow > Data Tables > New Data Table from Co-Author Section.

4 In the Select Co-Author Section dialog box, select the section from the pop-up menu.

5 From the package window menu, choose Template Workflow > Data Tables > Export to Co-Author Section.

6 In the Select Co-Author Section dialog box, select the section from the pop-up menu.

7 In the Co-Author Editor, preview and test the imported package objects if desired, and then click Generate to update pages in the section.

Working with data tables for co-author sections

When you import tagged InDesign objects into an existing co-author section, GoLive automatically creates a data table with fields that correspond to each tag. If a co-author section doesn't yet exist for an InDesign package, however, you can manually create and edit a data table. When you later create the co-author section, you must use field names that match those in the data table.

To create a data table:

1 From the package window menu, choose Template Workflow > Data Tables > New Data Table.

2 Type a name for the table, and click OK.

To delete a data table:

1 In the package window, click the tab for the table.

2 From the package window menu, choose Template Workflow > Data Tables > Delete Data Table.

To rename a data table:

1 In the package window, click the tab for the table.

2 From the package window menu, choose Template Workflow > Data Tables > Rename Data Table.

3 Type a new name for the table, and click OK.

To add a field to a data table:

1 In the package window, click the tab for the table.

2 From the package window menu, choose Template Workflow > Data Fields > New Data Field.

3 Type a name for the field, and click OK.

To delete a field from a data table:

1 In the package window, click the tab for the table, and then click the field name.

2 From the package window menu, choose Template Workflow > Data Fields > Delete Data Field.

To rename a field in a data table:

1 In the package window, click the tab for the table, and then click the field name.

2 From the package window menu, choose Template Workflow > Data Fields > Rename Data Field.

3 Type a new name for the field, and click OK.

Creating Forms

About forms

A form gives your viewers the opportunity to send you information. You can design forms to let viewers sign up for a newsletter, make purchases, and complete a questionnaire. You can use text fields, buttons, lists, and images in your form. You can also add actions and events to your form.

You create the form in GoLive, but your Web server actually processes the information using a CGI script. All GoLive form elements fully support HTML 4.0 standards, including labels, tab order, and access keys—and are backward compatible with the HTML 3.2 specification.

The appearance of your form may vary between computer platforms and Web browsers. With GoLive you can get predictable results if you place form elements in HTML tables, rather than on layout grids or directly on a page.

Designing forms

You design forms on an HTML page by dragging form elements from the Objects palette onto your page and setting element options in the Inspector.

To design a form:

1 Plan your form on paper. A clear understanding of the purpose, the kind of information you need from your viewers, and how the form will look are very important. Mock up several layouts, test the logic of the flow, and the ease of use.

2 Drag the Form icon onto a GoLive page to create a form element. The form element tells the browser that the page is a form and specifies the location of the script that processes the viewer's data. The form element contains all the other elements of your design.

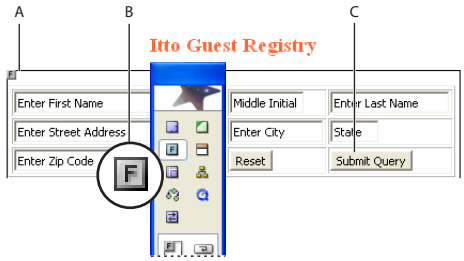
3 Add a table to your page to provide the form's structural foundation. Tables help you arrange the form fields more easily and give you more predictable results across the different browsers and operating systems. You can control the table using the Table Inspector.

4 Add form elements by dragging them into the table cells. The form elements become the fields your viewers will use to enter and post information. The Inspector lets you customize the fields and manage the collected data.

5 Add a submit button so your viewers can submit their data to the server.

6 Create a tabbing chain to help your viewers navigate within the form using the tab key. You can specify the order in which the focus moves from one field to the next.

7 Preview your form in a browser and test its functionality.



Designing a form
A. Form icon contains all elements of a fill-in form
B. Form icon **C.** Individual form elements placed in table cells

Setting up the form element

The form element identifies the current Web page or section of a Web page as a form and instructs the browser where and how to return form information for processing. The content of your form must be contained in the box that surrounds the Form icon in the document window. If you are using an HTML table to design your form, be sure to put the Table icon in the box that surrounds the Form icon in the document window. The form element must precede any other form elements.

To set up the form element:

1 Drag the Form icon from the Forms set in the Objects palette, or double-click the icon.

2 In the Form Inspector, choose an option from the Name/ID menu (choose Name & ID for maximum browser compatibility), and then type a unique form name in the Name/ID text box. A unique name is especially important if you have more than one form on your page, or if you use CGI scripting.

3 In the Action text box, specify or type the directory and file name of the CGI script where the information will be sent when the viewer clicks the Submit button.

Note: *Check with your Internet service provider for information on CGI scripts available to you and the location of scripts on the server. Avoid using a mailto link in the form's action because your viewers may not have their browsers configured properly for sending the data to the server.*

4 If your form is embedded in a frame set and you want to control where the HTML page returned by the Web server appears, choose a target location from the Target menu. (See "Setting up target frames" on page 159.)

5 Select an encoding method from the Encode pop-up menu:

- Default and application/x-www-form-url-encoded are the same. These use the ASCII character set.
- Multipart/form-data tells the server where the files begin and end.
- Text/plain sends the form data as plain text.

6 In the Method pop-up menu, determine how the form information will be sent:

- Post returns data entered by the viewer information separately from the Web page.
- Get sends the viewer's entries appended to the URL in the Action text box.
- Default omits the Method attribute.

Note: *It is recommended that you use the Post option. Using Get to append information to the destination file may exceed the URL length limit and possibly cause data loss.*

Adding different elements to a form

The Forms set in the Objects palette contains a complete inventory of form elements, including buttons, check boxes, text fields, list boxes, pop-up menus, special elements, and HTML 4.0 elements.

Note: *Icons from the Forms set in the Objects palette must be added in the box that encloses the Form icon in the document window; otherwise they will not be part of the form.*

Creating buttons and check boxes

You can set up several types of buttons and check boxes on your Web page form.

- The Submit button is labeled Submit Query, and sends data entered in the form to the CGI script for processing.
- The Reset button is labeled Reset, and clears the current data, resetting the form to its default values.
- Radio buttons let viewers select one item from a list. To make sure that the selection works properly, create logical groups of complementary radio buttons in the Form Radio Button Inspector.
- A custom button behaves exactly like a standard Reset, Submit, or Normal button, but you can customize its appearance. You can insert formatted or unformatted text, an image, or other content to make the form's user interface intuitive.
- The Check Box lets the viewer select multiple items from a list of options.

For information on adding labels to buttons and check boxes, see "Adding labels" on page 299.

To create a Submit, Reset, or custom button:

1 Drag the Submit Button icon, the Reset Button icon, or the Button icon from the Forms set in the Objects palette to your form.

2 To change the label on the face of a Submit or Reset button, select Label in the Input Button Inspector and type a label (for example, Send).

3 To create a custom button, set Button to Normal, and specify any of the following Form Button Inspector options:

- In the Name text box of the Inspector, enter a unique button name.
- In the Value text box, specify an action or a value to be passed to the CGI script (if necessary).

4 Customize the button face by typing a label in the text box, or by dragging a Form Input Image icon from the Forms set in the Objects palette to the button, and then linking the icon to a graphic in the Form Input Image Inspector.

Note: *Use the Type menu commands to format the label.*

To create a Radio Button:

Drag the Radio Button icon to your form and set the options in the Form Radio Button Inspector:

- In the Group text box, type a group name, or select an existing group name from the pop-up menu.
- In the Value text box, type a value or a descriptive name for the radio button that identifies it within the group. When a viewer clicks the Submit button in the form, this value is passed to the CGI script if the viewer selects the radio button.
- Select Selected to make the radio button appear selected by default.

To create a check box:

Drag the Check Box icon to your form and set the options in the Form Check Box Inspector:

- In the Name text box, type a unique name to identify the check box.
- In the Value text box, type the value for the check box. When a viewer clicks the Submit button in the form, this value will be passed to the CGI script if the viewer selects the check box.
- Select Selected to make the check box appear selected by default.

Creating text fields

You can create text fields, password fields, and text areas on your Web page form. The text and password fields let viewers enter a single line of text, or a required password. The text area field lets viewers enter multiple lines of text. When a viewer clicks the Submit button, the form passes the text to the CGI script.

To create a text field or a password field:

1 Drag the Text Field icon or the Password icon from the Forms set in the Objects palette to your form and set the options in the Inspector.

- In the Name text box, type a unique name to identify the text field or password field.
- In the Value text box, type default text that can be overwritten by viewers, or leave the text
box empty.
- In the Visible text box, type the number of characters to be visible in the text field.
- In the Max text box, type in the maximum number of characters accepted by the text field before truncation occurs. The default is to leave it empty. If empty, this limit is determined by the Web browser used to view the form.

- Select Is Password Field if the text field is a password text field. If selected, GoLive displays bullets rather than text as the viewers type.

Note: *Password protection of Web pages is an interactive feature that requires processing of viewer entries through a CGI script on the Web server. What you implement in GoLive is the visual representation of the password protection mechanism.*

To create a text area:

1 Drag the Text Area icon from the Forms set in the Objects palette to your form, and set the options in the Form Text Area Inspector:

- In the Name text box, type a unique name to identify the text area.
- In the Rows text box, type the number of rows to determine the maximum number of rows visible in the text area.
- In the Columns text box, type the number of characters to determine the width of the visible text area.

2 Choose the appropriate option from the Wrap pop-up menu to control line breaks:

- Default uses the default text area settings of the browser.
- Off instructs the browser to ignore the Columns limit and prevents text entered into the text area from wrapping.
- Virtual wraps the text on-screen, but not when the data is processed.
- Physical wraps the text on-screen, and when it's processed.

3 If necessary, in the Content text box, type in default text that the viewer can overwrite.

Setting up list boxes and pop-up menus

The List Box icon inserts a scrolling list box with multiple options to choose from. The Popup icon inserts a pop-up menu with multiple options to choose from.

To set up a list box or a pop-up menu:

1 Drag the List Box icon or the Popup icon from the Forms set in the Objects palette to your form, and set the options in the Inspector.

- In the Name text box, type in a unique name to identify the list box or pop-up menu.
- In the Rows text box, type in the number of rows you want to be visible. For a pop-up menu, this is the number of rows viewers see when scrolling through the menu.
- Select Multiple Selection to allow viewers to select one or more options.

2 Select an option from the Label/Value list box. Check the box next to the Label and Value text boxes to have the browser display that option as the default selection.

3 Edit the labels and values:

- Select an item, and enter a new label and appropriate value.
- Click New Item to add new options as necessary.

Adding labels

The Label icon inserts a visual label that you can use to identify the purpose of your form elements. Clicking the label activates or deactivates the associated object—for example, a check box.

To insert a label:

1 Drag the Label icon from the Forms set in the Objects palette to your form.

2 Select the text on the face of the label and type the text for the label.

Note: *Use the Type menu commands to format the label.*

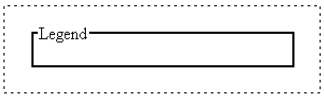
3 To link the label with the form element, select the label and then do one of the following:

- In the Form Label Inspector, drag from the pick whip to the form element you want to label.
- Alt-click (Windows) or Command-click (Mac OS) the border of the label, and drag to the form element you want to label.

The Reference text box of the Form Label Inspector displays the ID that controls the association between the form element and its label.

Grouping elements in a form

The Fieldset icon inserts a bounding box that visually groups form elements. You can use the legend to tell viewers the purpose of the options grouped in the field set.



The Fieldset Legend marker

Note: *The bounding box and legend may not render correctly in all browser versions. Be sure to test your form with the preview in browser feature, and live before publishing your form.*

To insert a Fieldset and Legend:

1 Drag the Fieldset icon from the Forms set in the Objects palette to your form.

2 In the Form Fieldset Inspector, select Use Legend if you want a legend to appear in the field-set boundary.

3 Choose the legend alignment from the Alignment pop-up menu:

- Default positions the legend according to the browser's preferences. (If the browser does not specify any legend alignment preferences, the legend will be left-aligned.)
- Left positions the legend in the upper left corner of the field set.
- Center positions the legend in the upper middle of the field set.
- Right places the legend in the upper right corner of the field set.

4 Double-click the legend in the field set, and then type a name.

Providing form navigation

You can make your forms easy to navigate by using keyboard shortcuts. The Focus section of the different Inspectors lets you control the tab order of your fields.

In an HTML form, each element must receive focus from the viewer to become active and perform its task. In addition to clicking in a specific field, there are two alternative ways of navigating a form using the keyboard:

- You can define a tabbing chain, and then type text or press Enter to trigger some form-specific action.
- You can provide a platform-specific access key combination, and then type text or press Enter to trigger some form-specific action.

Note: *Not all browser versions support form navigation control keys.*

Setting up tabbing chains

A tabbing chain lets you define the order in which form elements are selected when viewers press the Tab key repeatedly. You can assign a tab index value to each element. Navigation proceeds from the element with the lowest index value to the element with the highest index value. Tab index values need not be contiguous or start at any particular value. If you assign the same tab index value to two elements, the sequence in the HTML stream determines the tabbing order. Labels, text fields, password fields, text areas, Submit buttons, Reset buttons, check boxes, radio buttons, pop-up menus, and list boxes support tab indexing.

To assign or change tab index values:

1 In Layout view, choose Special > Start Tabulator Indexing.

Small yellow index boxes appear on top of or inside indexable elements throughout your form, and a pound sign is appended to the pointer #.

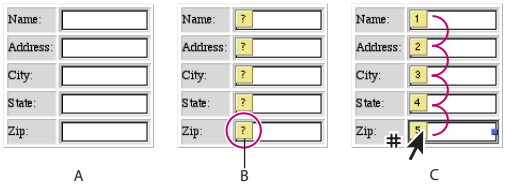
2 Click each element successively in the required tabbing order. A tab index number appears in each index box and in the Tab text box of the Inspector.

3 When you have specified the tabbing chain, choose Special > Stop Tabulator Indexing, or click the Start/Stop Indexing button in the Inspector.

4 Test the result in a browser that supports tabbing navigation, such as Microsoft Internet Explorer 4.0 or later.

You can also select the form elements one at a time in the desired tabbing order, and enter a number in the Tab text box of the Inspector.

You can edit the tab index order at any time. The first element in the tab index order is numbered one and GoLive sequentially numbers successive elements.



Assigning tab index values
A. Text boxes in a form
B. Yellow index boxes identify indexable elements
C. Click elements sequentially to set the tabbing order.

Defining access keys

You can define a unique access key for any form element on a page. An access key lets viewers focus on an element by pressing a modifier key and a dedicated alphanumeric key simultaneously
(Alt-S, for example, to activate the Submit button in a Microsoft Windows-based browser).

Legends, labels, text fields, password fields, text areas, Submit buttons, Reset buttons, check boxes, and radio buttons support access keys.

To define an access key:

1 Select the element you want to assign a key combination to.

2 In the Key text box of the Inspector, type any alphanumeric character.

3 Add a visual indication of the access key—for example, add a label or text that gives the key combination.

4 Repeat steps 1 through 3 for the next form element. Do not assign the same access key to two form elements.

5 Test the result in a browser that supports navigation using access keys, such as Microsoft Internet Explorer 4.0 or later.

Setting up special HTML elements

A number of special HTML elements let you add images to your form buttons, insert hidden data, include cryptographic keys, and insert a file selection dialog box.

- The Form Input Image icon lets you use an image, such as a graphical Submit button. Inserting graphics can help viewers navigate through your pages.
- The Hidden icon inserts an HTML tag that does not display when you view the form in the browser. However, the form submits the HTML tag values with the rest of the form data.
- The Key Generator icon lets viewers address an encryption algorithm for safeguarding transactions with your Web site. For more information about form cryptographic issues, contact your ISP or Web site administrator.
- The File Browser icon inserts a file selection dialog box, but is rarely used.

To insert an input image placeholder:

1 Drag the Form Input Image icon from the Forms set in the Objects palette to your form.

2 Link the image placeholder with a graphic by using the pick whip or the Browse button in the Form Input Image Inspector. (See "Linking files" on page 61.)

3 In the Form Input Image Inspector, choose an option from the Name/ID menu (choose Name & ID for maximum browser compatibility), and then type a unique form input image name in the Name/ID text box.

Note: *Naming the image is especially important when you are using several graphical Submit buttons within the same form. This name is appended to the x and y coordinates that the CGI script uses to indicate that viewers clicked that specific input image, and to trigger a button-specific action..*

4 Select the More tab and set up the input image as desired. (See "Setting basic image options" on page 236, "Providing form navigation" on page 300, and "Setting up inactive elements in a form" on page 303.)

Note: *If you plan to use the image as a clickable button, make sure to select Is Form. (This option is selected by default.)*

To set up a hidden tag, key generator, or file browser:

1 Drag the Hidden, Key Generator, or File Browser icon from the Forms set in the Objects palette to your table.

2 Select the icon in the document window. In the Inspector, enter a unique name in the Name text box.

3 Enter a value:

- For a Hidden tag, type a default value in the Value text box.
- For a Key Generator tag, type the security level in the Challenge text box.
- For a File Browser, type the file browser window width value in the Visible text box.

Setting up read-only elements in a form

You can set individual HTML form elements to read-only status. For example, you might want to include text that must accompany the form. Text fields, password fields, and text areas support read-only status.

To set an element to read-only status:

Select the element you want to set to read-only, and select Read-only in the Inspector.

Setting up inactive elements in a form

You can give viewers access to form elements only in specific situations by building HTML forms with dimmed elements that can be conditionally activated by a script. On the HTML side, you add a "disabled" attribute to each form element that should be unavailable when a viewer loads the form. The form's CGI script monitors elements of another form for a particular event and activates the item when the event occurs. For example, you can keep a form's Submit button inactive until viewers enter some required data.

Text fields, password fields, text areas, Submit buttons, Reset buttons, check boxes, and Radio buttons support inactive status.

To disable an element:

1 In the document window, select the element you want to deactivate.

2 Select Disabled in the Inspector.

3 Write the script to implement the logic that dynamically enables the item, and attach the script to the page or to another button.

Working with Site Assets

About site assets

Site assets include templates for pages and sites, and custom sets of files, text, objects, colors, fonts, and URLs that you can collect and use on any page in your site. These can be especially useful when several people are building a site. You collect and store site assets in the site window, in your site's web-data folder, and as objects in the Library palette. The Library palette enables you to store application-wide or site-specific assets, and displays previews of site assets in its preview pane.

You can turn off the Library palette preview: deselect Show Preview from the Library palette menu.

GoLive includes many preset page templates, stationery files, and snippets for common Web design tasks. These presets are organized in the application-wide groups in the Templates, Stationery, and Snippets tabs of the Library palette.

Page templates You can use page templates to prevent others from changing certain parts of a page layout in new pages. Any area of the layout that you don't mark as an editable region is automatically locked when you create a new page from the template. New pages created from a page template remain linked to the template—when you change the template, GoLive automatically updates the pages without affecting any content that has been added to them.

Use co-author templates to design a site that others can update using a simple, streamlined story editor (see "Creating co-author templates" on page 342).

Components Components are HTML source files that you can add to a page as a single object, such as a navigation bar with hypertext links. You can use components to store text, objects, and attributes that you want to reuse on multiple pages in your site. Components on a page remain linked to their source files—you can double-click them to open the source files. When you change a component's source file, all the pages containing the component are automatically updated.

Stationery Stationery files are like page templates except that new pages created from stationery files do not remain linked to the files—changes you make in a stationery file are not updated in the new pages. Stationery is useful when you want to set up starting elements for a page (such as a background color, no page margins, and an external cascading style sheet) and then set GoLive to use the stationery page whenever it creates a new untitled page. (See "Setting preferences for opening pages" on page 42.)

Snippets You can save snippets of source code, text, images, and other objects and add them to pages as single objects. Snippets are similar to components except that snippets do not remain linked to their source files when you add them to a page.

Colors and font sets Colors and font sets are attributes that you can save and reuse on pages for a site. You collect and name site colors and font sets in the Colors and Font Sets tabs in the site window. You can then choose your custom site colors and font sets from the Swatches palette or from the Type > Font menu. Site colors and font sets remain linked to pages you use them on, so whenever you change a site color or font set GoLive updates every place where the color or font set is used.

URLs and e-mail addresses URLs and e-mail addresses are Href attributes that you can collect in the External tab in the site window and then reuse the same attribute values for links in your site. When you change the value of a site URL, links on the pages that reference the URL are automatically updated.

Collections Collections are sets of symbolic links to files in the site that you can manage in the Collections tab of the site window. Collections enable you to save groups of files that you work on frequently, or that are closely related. You can define a collection by dragging or copying files from the Files or Extras tab of the site window to the Collections tab, or by saving the results of a query, syntax check, or find operation as a collection.

Site templates Site templates are groups of files and folders that GoLive uses to create new sites. You can create site templates to ensure a standard look and functionality to pages in multiple sites. For example, use templates when you need to maintain standards on your company's departmental Web sites. You store site templates in a folder in the Adobe GoLive CS folder.

Using page templates

You can save any page as a page template and use it to control the layout and appearance of other pages in your site. Any part of the page template that is not marked as an editable region is automatically locked so that when you or others on the same site project create new pages from the template, only the editable regions can be changed.

Note: *You can use co-author templates to design a site that others can update using a simple, streamlined story editor (see "Creating co-author templates" on page 342).*

You use color highlighting to show the difference between locked and editable regions. New pages based on a template are automatically updated whenever you make changes to the template (content in the editable regions is not affected).

Use Smart Objects for images in your page templates. If you resize a Smart Object in a template, GoLive automatically resizes and optimizes its Web image in every page that's connected to the template.

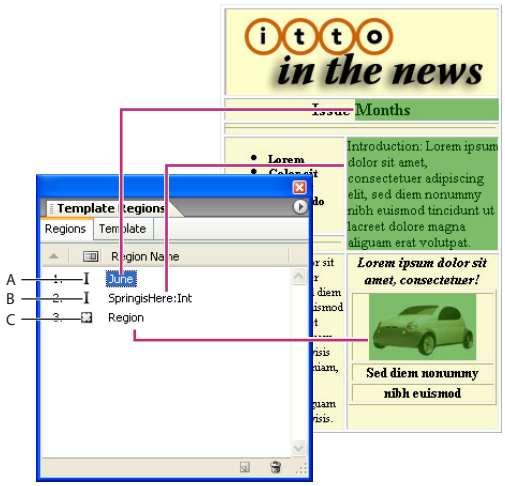
GoLive includes many preset page templates. These presets are organized in the application-wide group in the Templates tab of the Library palette.

Creating a page template

You use the Template Regions palette to mark regions of the page as editable. You can create three types of editable regions: paragraphs, inline selections within a paragraph, and objects, such as layers, images, or tables. When a region is marked as an inline text style, you can't insert paragraphs in the region—in other words, you can type in the region but you can't press return to start a new paragraph.

You can lock or unlock everything in the template that is not marked as an editable region and use the Highlight palette to set the color highlighting for locked and editable regions. (Regardless of whether you lock the uneditable regions in the template or not, these regions are automatically locked in all pages created from the template.)

You can save templates with a specific site, or as application-wide templates.



Symbols indicate the type of editable region.
A. Inline text region **B.** Paragraph region **C.** Object region

To create a page template:

1 Select an area in the page that you want to mark as an editable region. To select an entire paragraph, click inside it and then click the <p> tag in the markup tree bar at the bottom of the document window.

2 In the Template Regions palette, click the Create New Editable Region button at the bottom of the palette.

By default, names of new regions are based on the first few characters in a text selection or its object type. To automatically name new regions Region, Region2, Region3, and so on, deselect Selection Defines Region Name by choosing it from the Template Regions palette menu.

3 Select the new region listed in the palette and type a new name for it. (Spaces and underscores are not allowed in the name.)

4 Repeat steps 1 through 3 for every region you want to mark as editable.

You can also mark the selection as an editable region by choosing Special > Template > New Editable Region.

5 Choose options for working in the editable regions from the Template Regions palette menu:

- Auto Selection selects the entire content of the editable region when you click in it.
- Cyclic Tabbing lets you use the Tab key to cycle through the editable regions on the page.

6 Open the site window and do any of the following to save the page as a template:

- Choose File > Save As, name the template, choose Templates from the Site Folder menu, and click Save.
- Choose Save As > Save As Template from the document window menu, name the template, and click Save.
- In the site window, drag the page from the Files tab to the Templates folder in the Extras tab, or to the application-wide or site-specific section of the Templates tab of the Library palette.

Note: *Site-specific page templates are stored in the site's web-data/Templates folder and appear in the Extras tab of the site window and the Templates tab of the Library palette.*

To set the color highlighting of editable and locked regions:

In the Highlight palette, click the Colors tab, and do any of the following:

- Click the color field for the Locked Regions or Editable Regions and then select a new color in the Color palette. Or, click the lower right corner of the color field and select a color from the swatches that appear.
- Drag a color slider to adjust the color opacity for Locked Regions or Editable Regions.

- Click the button to the right of the color slider for the Locked Regions or Editable Regions to toggle between color highlighting the borders or the background fills of these areas.

To see the color highlighting applied to the locked regions in the template, choose Special > Template > Lock Page, or choose Lock Page from the Template Regions palette menu.

Toggle the button for borders or fills.
A. Highlights background fill of locked regions.
B. Highlights borders of locked regions.

Using a page template to create new pages

You can use a variety of methods to create new pages from a page template. Depending on the method you use, GoLive may open the new page in an untitled.html document window or name the file based on the name of the template (for example, New from Template1.html).

Page templates with locked and editable regions can be used interchangeably with Macromedia Dreamweaver to create new pages either in Dreamweaver or GoLive.

To create a new page using a page template:

Do one of the following:

- Choose File > New Special > Page From Template, then select a page template and click Open.
- Select the template from the Templates tab of the Library palette. Then drag the template's icon into an empty document window or the Files tab in the site window, or onto a page in navigation view. (In navigation view, hold the template's icon over the page until a bar appears above, below, or at the side of the page, and then release the mouse.)
- Double-click the template's icon in the Templates tab of the Library palette or in the Extras tab in the site window, and click Create.

- Set a preference to use the template for all new pages by default, and then choose File > New Page or Site > New > Page. (See "Setting preferences for opening pages" on page 42.)

Applying a page template to existing pages

You can apply a page template to pages that already have content in them. When you apply a page template, GoLive looks for matching names of marked editable regions in the existing content. If any are found, GoLive automatically moves the existing content into the regions. If no matches are found, GoLive displays a list of regions in the template to choose from and the option to overwrite the content by not choosing a specific region.

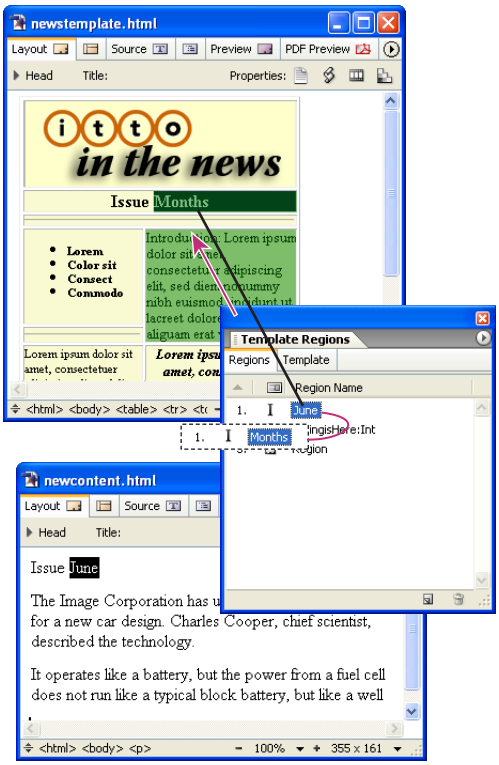
Using the Template Regions palette, you can quickly prepare existing content for a template by marking new editable regions of the same type (paragraph, inline, or object) and automatically renaming the regions with matching names from the template.

To prepare content on a page with matching region names:

1 Display the template and the page side by side.

2 Select the content on the page, and then click the Create New Editable Region button in the Template Regions palette.

3 Alt-drag (Windows) or Command-drag (Mac OS) from the new region in the palette to the region in the template that has the name you want to use for the new region. GoLive applies the name of the template's region to the new region.



Alt-drag or Command-drag to apply the template's region name "Months" to a new region.

To apply a page template to an existing page:

1 Do one of the following:

- Drag the template's icon from the Templates tab of the Library palette into the page.
- Choose Special > Template > Apply Template. Then select the template and click Open.

If all editable region names in the page match region names in the template, GoLive moves the page content into the regions defined in the template. The Select Editable Region dialog box appears if there is content on the page that is unmarked or marked with nonmatching region names.

2 If the Select Editable Region dialog box appears, do one of the following:

- Select a region in the template to move the content into and click OK.
- Select None to overwrite the content on the page and click OK.

To try out multiple templates with matching region names on existing pages:

1 Apply the first template to the pages.

2 Select the template in the Extras tab in the site window, and open the In & Out Links palette.

3 Choose Palette Options from the palette menu, select Links to File, and click OK to display all pages that are linked to the template.

4 Drag the pick whip in the Links tab of the In & Out Links palette to the second template in the Extras tab in the site window.

5 Click OK to change the reference.

For more information, see "Using the In & Out Links palette to view links" on page 124.

Updating or detaching a page template

Pages that you create based on a page template remain linked to the template, so that when you make changes to the template, the pages are automatically updated. You can detach the page template from the pages so there is no longer a link between them.

To update a page template:

1 Double-click the template file in the Templates tab of the Library palette or in the Extras tab in the site window, and click Modify.

2 Make changes to the template's page layout as desired, and then do any of the following in the Template Regions palette:

- Click the Create New Editable Region button to apply an editable region to a selection in the layout.
- Select a region name and enter a new name.
- Select a region and click the Undefine Editable Region button.

Note: *You must unmark an editable region before you can delete its content in the document window.*

3 Choose File > Save.

4 In the Updating Template dialog box, select the pages that you want to be updated from the modified template, and click OK.

To detach a page from a page template:

Click in the page and choose Template > Detach from Template from the context menu.

Using components

You use GoLive components in your pages to reference one or more elements stored in a single source file. Components are useful for buttons, logos, headers, mastheads, or other common navigation elements that you want to use throughout your site. Changes you make to elements in a component's source file are updated dynamically in the pages that use the component.

When you add a component to a page, the component remains linked to its source file until you detach it. You can double-click components on the page to open their source files and edit the files. You can save components with a specific site, or as application-wide components.

Note: *Components cannot contain objects from the Head set in the Objects palette. Also, you should make sure to use the same character encoding for a component's source file as the character encoding in the pages that use the component. (See "Adding elements or scripts to the head section" on page 56.)*

To create a component source file:

1 In a new document window, add the desired content for the component—for example, a layout grid with your corporate logo and headline—and then click the Show Page Properties icon in the upper right corner of the window.

2 In the Page Inspector, click the HTML tab, select Write Code into Page, and then click Component to set up the current page for use as a dynamic component.

This ensures that the component can be easily edited in the Layout Editor. The Import GoLive Script Library setting is necessary if your component uses GoLive actions.

3 Open the site window and do any of the following to save the page as a component:

- Choose File > Save As, name the component, choose Components from the Site Folder menu, and click Save.
- Choose Save As > Save As Component from the document window menu, name the component, and click Save.
- In the site window, drag the page from the Files tab to the Components folder in the Extras tab, or to the site-specific or application-wide section of the Components tab in the Library palette.

Note: *Site-specific components are stored in the site's web-data/Components folder and appear in the Components tab of the Library palette and the Extras tab of the site window.*

To use a component:

Do one of the following:

- Drag the component's icon from the Components tab of the Library palette to the page.
- From the Smart set in the Objects palette, drag the Component placeholder icon to the page. Then, in the Component Inspector, specify the destination of the link by dragging from the pick whip to the component's source file in the Extras tab in the site window.

To edit the component's source file:

1 Double-click the component on the page to open the source file.

2 Make the desired changes and save the source file.

3 Click OK to update all pages that use the component.

Note: *Components are updated only while you work on your local hard disk. To update components on the Web server, you must upload each component's source file and also the pages that use the component to update your site after changing a source file.*

To detach a component from its source file:

Select the component on the page, choose Special > Detach Selected Component, and then click OK. You can detach all components on the page by choosing Special > Detach All Components.

The detached component is now fully a part of the page with no dependent link to the source file—changing the source file will no longer affect the detached component in the page.

Using stationery

Stationery files can be used as templates for creating new pages. Like page templates, you can mark areas in a stationery document's layout as editable regions and lock the rest of the content. Unlike page templates, stationery has no dynamic link with the pages created from it. Changes you make to a stationery file do not affect pages already created from that file.

You can save stationery files with a specific site, or as application-wide stationery.

GoLive includes many preset stationery files. These presets are organized in the application-wide group in the Stationery tab of the Library palette. For more information about the preset stationery files, refer to the Partners folder on the Adobe GoLive CS CD.

To create a stationery file:

1 Prepare the content and layout for the stationery document in the Layout Editor in the document window. You can use the Template Regions palette to mark locked and editable regions in the layout. (See "Creating a page template" on page 306.)

2 Open the site window and do any of the following to save the page as stationery:

- Choose File > Save As, name the stationery, choose Stationery from the Site Folder menu, and click Save.
- Choose Save As > Save As Stationery from the document window menu, name the stationery, and click Save.
- In the site window, drag the page from the Files tab to the Stationery folder in the Extras tab or to the application-wide or site-specific section of the Stationery tab in the Library palette.

Note: *Site-specific stationery files are stored in the site's web-data/Stationary folder and appear in the Stationery tab of the Library palette and the Extras tab of the site window.*

To create a new page using stationery:

1 Do one of the following:

- Choose File > New Special > Page From Stationery, choose stationery in the Select Stationery dialog box, click Open, and then click Create.
- Double-click the Stationery icon in the Stationery tab of the Library palette or the Stationery folder in the Extras tab in the site window, and click Create.
- In the site window, drag the stationery file from the Extras tab into the Files tab, and click Create.
- Select the stationery from the Stationery tab of the Library palette. Then drag the Stationery icon to the Files tab in the site window, or onto a page in navigation view. (In navigation view, hold the Stationery icon over the page until a bar appears above, below, or at the side of the page, and then release the mouse.)
- Set a preference to use the stationery file for all new pages by default, and then choose File > New Page or Site > New > Page. (See "Setting preferences for opening pages" on page 42.)

GoLive creates a new page based on the stationery template. If you used the navigation hierarchy, the new page is stored in the New Files folder in the site.

2 Use the File and Page tabs in the File Inspector to change the filename and title of the new page.

Using snippets

You can copy text, objects, and snippets of source code from pages in GoLive or documents in other applications and save them as snippets with a specific site, or to use on pages in any site. Snippets, like components, are source files that you can add to a page as single objects. Unlike components, snippets do not remain linked to their source files when they are added to a page.

Collecting and organizing snippets

You collect snippets in the Snippets tab of the Library palette. When you save a site-specific snippet, GoLive adds a corresponding source file to the site's web-data folder and displays it in the site-specific section of the Snippets tab in the Library palette and in the Snippets folder in the Extras tab in the site window. Snippets are not limited to HTML—for example, you can drag image files from the site into the Snippets tab of the Library palette.

GoLive includes many preset snippets for common Web design tasks. These presets are organized in the application-wide group in the Snippets tab of the Library palette.

Collect snippets in the site-specific section of the Snippets tab in the Library palette if you plan to work with the site on more than one computer. That way, the snippets will be included in the site project file, which moves between computers.

To create a snippet:

1 Open a site.

2 Select the text, object(s), or source code in GoLive or another application. You can also select a snippet from another site.

Note: *To select paragraph formatting for text in the Layout Editor, you need to select the paragraph or heading element in the markup tree bar at the bottom of the document window.*

3 Drag the selection from the document window or another site window into the application-wide or site-specific section of the Snippets tab of the Library palette.

Note: *Site-specific snippets are stored in the site's web-data/Snippets folder and appear in the Snippets tab of the Library palette and the Snippets folder in the Extras tab of the site window.*

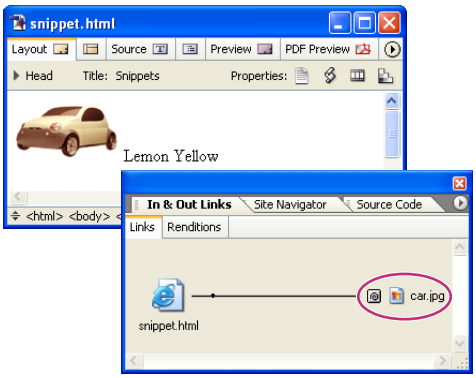
To name a snippet:

Select the snippet in the Snippets tab of the Library palette and type a new name.

Using snippets on your pages

You can add snippets directly from the Snippets tab of the Library palette to the Layout Editor or Source Code Editor in the same way that you add other objects from the Objects palette.

You can use the In & Out Links palette to display snippets containing placeholders for other files (such as image files). The In & Out Links palette shows the resource links to the files. If the source file is moved, GoLive displays a dialog box so you can update the link. (See "Using the In & Out Links palette to view links" on page 124.)



This snippet contains a resource link to an image file.

To add a snippet to a page:

Drag the snippet from the Snippets tab in the Library palette to the Layout Editor or Source Code Editor.

Note: *If you drag the snippet's source file from the Extras tab in the site window to the Layout Editor, you'll create a hypertext link in the page with a reference to the source file as the link's destination.*

Editing snippet source files

Editing the contents of a snippet's source file does not affect any pages that already use the snippet.

To edit a snippet's source file:

Double-click the file in the Snippets tab of the Library palette, modify the contents using either the Layout Editor or the Source Code Editor, and then choose File > Save.

Using site colors

You can collect and organize colors for a site and apply them to text and objects on pages in the site. Site colors remain linked to the pages they're used on, so you can change a site color and update any page that uses the color. The Colors tab in the site window lets you list site colors individually or in groups. For each color, the list includes a name that you assign, the HTML color name and value, whether the color is Web-safe or not, and whether the color has been used on a page in the site. The colors collected in the Colors tab also appear in the Site Colors List of the Swatches palette (see "Using the Swatches palette" on page 68).

After you use a site color on a page, you can update the list in the site window to show that the color has been used. For information about updating the list of site colors or removing colors from a site, see "Adding items in use and removing unused items from the site window" on page 99. For information about organizing site colors in group folders, see "Working with files and folders" on page 95.

To add colors to your site collection:

1 Do one of the following:

- Select colored text in the document window and drag it to the Colors tab in the site window. If you select text with multiple colors assigned to it, each color is added to the list of site colors.
- Select a site color in the Colors tab of another site window and drag it to the Colors tab in the site window.
- Drag the Color icon from the Site set of the Objects palette to the Colors tab of the site window, and then click the color field in the Color Inspector and select a new color from the Color palette, or click the lower right corner of the color field and select a new color from the swatches that appear.
- Select the Colors tab in the site window and choose Site > Get Colors Used to add all colors to the list that have been used on pages in the site.

2 Rename the new site color(s) by entering the new names in the Colors tab in the site window or the Name text box in the Color Inspector.

To apply a site color to text or objects on a page:

1 Select the text or objects to be colored.

2 Do one of the following:

- Select a site color from the Site Color List in the Swatches palette.
- Click the color field in the Inspector and then select a color in the Site Color List of the Swatches palette.
- Drag the site color from the Colors tab in the site window to the selection on the page.

To change a site color and update pages that use it:

1 Do one of the following:

- Select the site color, click the color field in the Color Inspector and select a new color from the Swatches or Color palette, or click the lower right corner of the color field in the Color Inspector and select a new color from the swatches that appear.

2 In the Change Reference dialog box, select the pages that you want to update, and click OK.

Note: *The Change Reference dialog box displays only pages that are closed.*

Collecting font sets for a site

You can collect and name font sets for specific sites. Site font sets can be shared between others working on the same site project on different computers. A font set applied to text provides the Web browser with a choice of fonts to use for displaying the text. (See "Creating and applying font sets" on page 194.)

Site font sets remain linked to the pages they're used on, so you can change a font set and update any page that uses it.

To add a font set to a site:

1 Select the Font Sets tab in the site window.

2 Do one of the following:

- Drag text that uses the font set from the page into the Font Sets tab.
- Choose Site > Get Font Sets Used to add all the font sets currently used by pages in the site.
- Drag a font set from another site window into the Font Sets tab in the site window.
- Choose Site > New > Font Set and use the Font Set Inspector to add fonts to the set.
- Drag the Font Set icon from the Site set of the Objects palette to the Font Sets tab of the site window and use the Font Set Inspector to add fonts to the set.

To name a site font set:

1 Select the site font set.

2 Do one of the following:

- Enter a name for the font set in the Font Sets tab in the site window.
- In the Font Set Inspector, enter a name in the Name text box.

To add, reorder, or delete fonts in a site font set:

1 Select the font set in the Font Sets tab in the site window.

2 In the Font Set Inspector, do any of the following:

- Click the Create New Font button or the Create New Font Family button and choose a font or font family from the pop-up menu.
- Select a font and click the arrow buttons to move it up or down in the list.
- Select a font and click the Remove Selected Fonts button to remove the font from the list.

To use a site font set:

1 Select the text on the page.

2 Drag the font set from the Font Sets tab to the selected text.

To change a site font set and update pages that use it:

1 Select the font set in the Font Set tab in the site window.

2 Add, reorder, or delete fonts in the font set in the Font Set Inspector.

3 In the Change Reference dialog box, select the pages that you want to update, and click OK.

Note: *The Change Reference dialog box displays only pages that are closed.*

To organize font sets in group folders:

1 Drag the Font Set Group icon from the Site set in the Objects palette to the Font Sets tab in the site window.

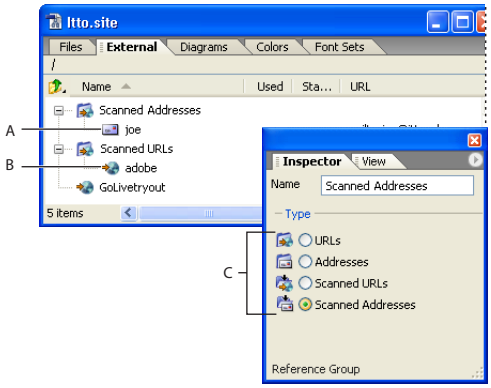
2 Name the group folder as desired.

3 In the Fonts tab in the site window, drag font sets into the group folder.

Using site URLs and e-mail addresses

You can use site URLs or e-mail addresses on multiple Web pages without having to type them each time you use them. You collect site URLs in the External tab in the site window. You can get the URLs for your site collection by importing them from your Web browser's favorite URLs, copying them from other pages or sites, or entering them once in the site window.

If you need to change the value of a site URL or e-mail address that you've used on several pages, you can change it in the site window. GoLive then updates all the pages at once.



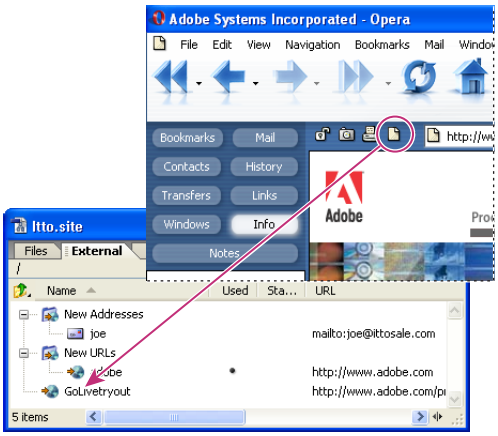
Use the Reference Group Inspector to specify type of folder.
A. A site e-mail address **B.** A site URL
C. Four types of group folders

Note: *By default, GoLive treats URLs containing the @ symbol as e-mail addresses and adds "mailto:" to the URL text box in the Inspector. To avoid this, deselect the option Auto Add "Mailto:" To Addresses in the Site Settings or Preferences dialog box. (See "Setting preferences" on page 42.)*

To add a URL or e-mail address to the site:

Do one of the following:

- Select the External tab in the site window and choose Site > Get References Used. GoLive retrieves all the URL and e-mail addresses referenced on pages in the site and lists them in the External tab.
- Drag the URL icon from the Site set in the Objects palette into the External tab in the site window. In the Reference Inspector, enter a name for the site URL in the Name text box, and type or paste the complete URL beginning with the server type such as "http://" or "ftp://" in the URL text box.
- Drag the Address icon from the Site set in the Objects palette to the External tab in the site window. In the Reference Inspector, enter a name for the site e-mail address in the Name text box, and type or paste the address (beginning with "mailto:") in the URL text box. If you are creating an address list, use commas to separate the multiple addresses you provide.
- Select the URL in the browser window and drag it (or the icon to its left) to the External tab in the site window.



Drag the icon to the External tab to add the URL.

- Choose File > Import > Favorites As Site Externals. Then select a Bookmarks, Address Book, Nickname, or Favorites file from a Web browser or Eudora Pro, and click Open. If the file contains multiple URLs or e-mail addresses, GoLive imports them as URL or Address groups.
- Drag a site URL or e-mail address from the External tab of another site window to the External tab in the site window.

To rename or edit a site URL or e-mail address:

1 Select the site URL or e-mail address in the External tab.

2 Do any of the following:

- Type a new name in the External tab in the site window or the Name text box in the Reference Inspector.
- Type a new value for the URL or address in the URL text box of the Reference Inspector.
- Click Edit in the Reference Inspector, enter a new URL or address, and click OK. (See "Editing URLs in links" on page 64.)

3 If the Change Reference dialog box appears, click OK to confirm the new URL or address and update all pages in the site that use it. (If you want to exclude a page from updating, deselect it before clicking OK.)

To organize URLs and e-mail addresses in group folders:

1 Drag the URL Group or Address Group icon from the Site set in the Objects palette to the External tab in the site window.

2 Name the group folder as desired.

3 In the External tab in the site window, drag URLs or e-mail addresses into the group folder.

To use a site URL or e-mail address on a page:

1 Select the text or object on the page that you want to use as a link.

2 Do one of the following:

- Drag the site URL or e-mail address from the site window's External tab to the selection in
the page.
- In the Inspector, specify the site URL or e-mail address as the destination in the Source or Href text box. (See "Linking files" on page 61.)

Using collections

A collection is a custom set of files that you select. For example, you can collect groups of files that you use frequently in a site. You can perform various file-management tasks on the files in a collection, such as deleting or duplicating one or more files. Because you can select all of the files in a collection by selecting the collection, you can perform these tasks quickly. You can also attach queries to collections to load query result sets into the respective collection.

Files in collections are bound to their originals in the Files or Extras tab. If you delete a file in a collection, GoLive asks if you want to delete the collection file, or the collection file and the original.

Creating and using collections

You create collections by copying files or folders from the Files tab or files from the Extras tab to the Collections tab of the site window, or by saving the results of a query, syntax check, or find operation.

Note: *You can also create collections by using the navigation view of the site. See* *"Creating and using collections in navigation or links view" on page 114*.

To create a collection by copying files:

1 Open a site.

2 In the Collections tab, do one of the following:

- Choose Site > New > Collection.
- Click the Create New Collection button in the Site toolbar.
- Drag the Collection object from the Site set of the Objects palette to the Collections tab in the site window.

3 Type a name for the new collection folder in the Collections tab of the site window or the Name text box in the Collection Inspector.

4 Drag files or folders from the Files or Extras tab to the new folder in the Collections tab.

To create a collection by saving query, syntax check, or find operation results:

1 Open a site.

2 Do one of the following:

- Choose Edit > Run Query and run a query, then click Save Collection in the Result dialog box and type a name for the collection in the Create a New Collection dialog box.
- Choose Edit > Check Syntax and run a syntax check, then click Save Collection in the Check Syntax Result dialog box and type a name for the collection in the Create a New Collection dialog box.
- Choose Edit > Find > Find Content, click the In Multiple Files tab, enter search criteria, and click Find All, then click Save Collection in the Result dialog box and type a name for the collection in the Create a New Collection dialog box.

Note: *For information about running a query, syntax check, or find operation, see* *"Generating queries" on page 129*, *"Checking syntax" on page 386*, *and "Finding files" on page 128*.

To reveal the original collection files in a site:

Select the collection file and choose Reveal in Site from the context menu.

To move or delete collection files:

Select the collection file and do one of the following:

- To move the file, drag or copy it to another folder in the Collections tab.
- To delete the file, click the Delete Selected Item button on the toolbar, then click Remove Linked Item to remove only the collection file, or click Remove Both to remove both the collection file and its original.

Attaching queries to collections

You can attach queries to a collection. Each time you run the query, the most recent result set is loaded into the respective collection.

To attach a query to a collection:

1 Open a site.

2 Select a collection in the Collections tab of the site window.

3 Select Attach in the Query section of the Collections Inspector.

4 Do one of the following:

- Choose a site-specific or application-wide query from the Query list.
- Browse to a query in the site's web-data folder, or drag the pick whip to select a query in the Extras tab of the site window.
- Drag a query from the Queries folder in the Extras tab of the site window to a folder in the Collections tab.

To detach a query from a collection:

Select the collection, and then deselect Attach in the Query section of the Collections Inspector.

To run a query attached to a collection:

1 Select a collection in the Collections tab of the site window.

2 Click Run in the Collections Inspector.

To edit a query attached to a collection:

1 Select a collection in the Collections tab of the site window.

2 Click Edit in the Collections Inspector, and then edit the Query in the Query Editor (see "Generating queries" on page 129).

Using site templates

You can create your own site templates to use for creating new sites. When you create a site template, you can attach two image files to it that visually describe the site's layout and structure. These preview images will appear as small thumbnails next to the site template's name when you create a new site. You should create these images before you create the site template. For example, you might create an image of the site's home page for the layout image and an image of the site's navigation view for the structure image.

To create a custom site template:

1 Create a blank site or copy an existing site, including the project folder, the site project file, the site's web-content, web-data, and web-settings folders, and the folder contents.

2 Place the site and any preview image files in the Adobe GoLive CS/Site Templates folder.

3 Open the site.

4 Choose Site > Settings, or click the Site Settings button on the toolbar.

5 Set any of the following options in the Template Info section of the Site Settings dialog box:

- Enter a description of the site.
- Click Set, and select the image file for the site's layout.
- Click Set, and select the image file for the site's structure.

6 Click OK and save the site.

To use a site template for creating new sites:

1 Choose File > New Site.

2 In the site wizard, select Single User and then click Next.

3 Select Copy from Template, click Next, and follow the instructions in the wizard to select the template and specify a location for the new site.

Transferring Files and Publishing Web Sites

About transferring files and publishing a site

Publishing a site is uploading (transferring) it to a publish server so the site can be visited by the public. A publish server is a server that hosts your site files—for example, an FTP or WebDAV server. Publishing a site also means *updating* the server-based site with new files and changed files.

Note: *WebDAV servers enable version control and provide increased security during file transfer, comparable to that provided by SFTP (Secure File Transfer Protocol). (See "About WebDAV" on page 336.)*

Adobe GoLive makes it easy for you to publish a site to a publish server. You don't need to launch a third-party file transfer client to upload files to a server. GoLive has two built-in publish server clients: the Publish Server tab in the site window and the file browser. In fact, by using the Publish Server tab, you never have to leave the workspace of the site window.

It's easy to configure GoLive to connect to a server. You set up a list of publish servers available to the application, and then specify one or more of them for your site. (See "Setting up access" on page 326.)

Publish Server tab When you're ready to publish your site, just connect to the server by clicking the Connect to Publish Server button in the toolbar. The server directories appear in the Publish Server tab of the site window. Using the Publish Server tab is the simplest, most flexible method for uploading your site. And, using the Publish Server tab keeps the modification dates of your uploaded files on the server in sync with your local files. This lets you streamline and customize the file transfers by using modified-item uploads. (See "About uploads" on page 328.)

File browser For general file transfers to a publish server, GoLive provides a file browser. The browser lets you choose from a list of publish servers you define. You upload files and folders by dragging them into the file browser window. (See "Transferring files with the file browser" on page 333.)

An overview of publishing a site

For the public to view your Web site, the files must reside on a publish server. It's general practice for the files to be transferred (uploaded and downloaded) via an FTP or HTTP (if you're using WebDAV) server. The entire process is called publishing your site.

You clean a site to make sure the listings in the primary site window reflect its current contents. Along with errors such as broken links and missing pages, you may need to check the site for unresolved pending links. Also, make sure that the Script Library has been flattened. (See "Cleaning up a site" on page 100 and "Flattening the script library" on page 410.) *Exporting* a site is converting it to a structure suitable for the particular publish server to which you are uploading it. (See "Exporting a site" on page 334.)

To prepare a site for publication:

1. If necessary, clean the site.
2. Check the site for errors.
3. If necessary, export the site.

The export step is rarely necessary. Consult your server administrator to find out if it's required.

To publish a site:

1. Connect to the publish server using the GoLive Publish Server tab.
2. Upload or update the site.

Setting up Internet access

Before you can use GoLive to connect to a publish server, you may need to customize your network settings to access the Internet. For example, your Internet service provider (ISP) may require you to use a proxy server for security reasons or use passive mode to work with a firewall that forbids incoming connections.

To set up Internet access:

1. Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).
2. Click the Internet icon .
3. Select Internet options as follows:

- (Mac OS) If you want to use your computer's system proxy settings for GoLive Internet access, click the Import Now button, and then select Always.
- If you need to use an FTP proxy or HTTP proxy, select Use FTP Proxy or Use HTTP Proxy and provide a host name and port number. For information, ask your server administrator.

Note: *Select Use Proxy when you set up a server to ensure that GoLive uses the proxy settings you configured in Internet preferences. (See "Setting up access" on page 326.)*

- (Mac OS) If you use the system Keychain feature for storing passwords, select the Use System Keychain for Passwords option.
- (Mac OS) Keep the Use ISO 8859-1 Translation option selected to use the Latin 1 character encoding set, which encompasses the majority of Western European languages.
- If you need to connect to an FTP server in passive mode, select Use Passive Mode and click OK.

Note: *If you need to connect in passive mode, be sure to select Passive Mode when you set up an FTP server. (See "Setting up access" on page 326.)*

- Enter values in the FTP Timeout and HTTP Timeout text boxes to specify how long GoLive will try to connect to a publish server before cancelling the connection.
- If you want GoLive to display details after an upload, download, or synchronization, select Ask for Publish Server Report.

4 Click OK.

If you receive the message, "Can't connect to server <servername>. Reason: Cannot connect to <protocol>." check your proxy settings. Information on proxy settings is available in the support knowledgebase on the Adobe Web site.

Accessing a publish server

GoLive connects to an FTP server using File Transfer Protocol (FTP) and to a WebDAV server using HyperText Transfer Protocol (HTTP). GoLive can also connect to a folder on your local file system or network using the File protocol.

Note: *FTP and HTTP require Internet access.*

About GoLive publish server clients

Publish server clients connect to the Internet and use the services (such as access to files) provided by a server. GoLive has two publish server clients—the Publish Server tab in the site window and the file browser. Both clients list the files and folders in the current publish server directory along with file size, modification date, and file type.

Note: *The Publish Server Inspector, available when you select a file or folder in the Publish Server tab or the file browser, provides further information about individual files and folders. (See "Inspecting file properties" on page 95.)*

- Use the *Publish Server tab in the site window* for uploading and maintaining a one-to-one synchronized relationship between local and remote files. The Publish Server tab gives you access to commands that permit modified and synchronized uploading and downloading, as well as one-step exporting and uploading. The Publish Server tab gives you direct access to all the assets in the site window. Do not use the Publish Server tab for general-purpose file transfer, especially not for dragging files from the desktop to transfer to a server. Doing so causes the site to request deletion of these files the next time you synchronize your site.
- Use the *file browser* for general-purpose file transfer. The file browser saves you the trouble of launching a third-party file transfer application.

Setting up access

To connect to a publish server, you need to know the server address and other values. When you enter the values, you can connect to the server immediately or save the values for reuse.

You can set up a list of publish servers available to the application, and then specify one or more of them for your site. If you change information about a publish server, GoLive updates every site that uses it.

Important: *Before you set up access, make sure that you have TCP/IP networking set up properly on your computer. Consult your computer's Help for details.*

To set up a publish server:

1 Choose Edit > Server (Windows) or GoLive > Server (Mac OS).

2 Click New in the Edit Publish Server dialog box.

3 Type a name in the Nickname text box. This prevents confusion if you add more servers to the available servers list.

4 Choose a protocol from the Protocol menu:

- File publishes files to folders on your local file system or on your network.
- FTP transfers files via FTP to a publish server.
- HTTP transfers WebDAV files to a WebDAV server.

5 If you chose File from the Protocol menu, browse or type the path to the directory to which you want to transfer files, and then click OK.

6 If you chose FTP or HTTP from the Protocol menu, do all of the following, using values provided by the publish server administrator, and then click OK:

- Type an address in the Server text box (don't include the protocol).
- Type a path name in the Directory text box (click the Browse button to browse to your directory on the server). If your access privileges on an FTP server are limited to your personal folder, you may be able to leave the text box blank.
- Type a user ID in the Username text box.
- Type a password in the Password text box. Select Save if you want GoLive to save the password.

7 If necessary, select FTP options:

- Select Use Passive Mode if the FTP server is protected by a firewall.
- Keep the Use ISO 8859-1 Translation option (Mac OS only) selected to use the Latin 1 character encoding set, which encompasses the majority of Western European languages.

To specify a publish server for a site:

1 Open a site.

2 Do one of the following:

- Click the Site Settings button on the toolbar, and select Publish Server.
- Choose Site > Settings, and select Publish Server.

3 Select a server.

4 Click OK. The server you set up becomes the current server for the site—the server you connect to when you click the Connect to Publish Server button on the toolbar.

Note: *If no server is available, click Add and select a server from the Select Publish Server dialog box. If there are no servers listed, click New and follow the instructions in the preceding steps for setting up a connection to a publish server.*

Connecting to a publish server

You connect to a publish server in order to upload or download a site or perform any file transfer operation. Before you can connect to a publish server for the first time, you must set up access to it. (See "Setting up access" on page 326.) GoLive lets you store access to more than one publish server.

If GoLive can't connect to the publish server, the Log window displays errors regarding the failed connection. You can use this information to troubleshoot the connection with the publish server administrator.

To connect to a publish server from the Publish Server tab:

1 Open a site.

2 Click the Connect to Publish Server button on the toolbar, or choose Site > Publish Server > Connect.

Note: *The site window automatically opens the Publish Server tab once you connect to a server.*

To connect to a server from the file browser:

1 Choose File > Connect To FTP/WebDAV.

2 Do one of the following:

- Click Connect to connect to the current server.
- Choose a server from the Server menu and click Connect.
- Click Browse Local to browse to a folder in your local file system.

Note: *If no server is available, click Edit Servers and select a server from the Select Publish Server dialog box. If there are no servers listed, click New and follow the instructions in "Setting up access" on page 326 to set up a connection to a publish server.*

To change the current server:

With the site window active, use the context menu to choose Publish Server, then choose a server.

Uploading and downloading files

You use the same connection methods to upload new sites and update existing sites to a publish server. You can download a site from the server in order to update your local copy of the site.

When GoLive uploads, downloads, or synchronizes files, it displays details regarding the transfer. You can use this information to troubleshoot failed transfers with the publish server administrator. If you don't want GoLive to display transfer details, deselect Ask for Publish Server Report in Internet preferences (see "Setting up Internet access" on page 324).

About uploads

For a first-time upload, the entire site is copied to the server. Subsequent uploads are normally updates that synchronize the local and the server-based sites.

- *Modified-item uploads* copy only new site files and site files that have been modified in GoLive since the last upload.
- *Synchronizing* compares the local modification time with the server modification time to decide which files to upload or download. You can confirm synchronization actions assigned to individual files and assign a different synchronization action to a file before uploading.
- *Selection uploads* copy your own selection of site files. This method is useful if an update method causes problems—for example, if your system has crashed during a synchronization so that the server has incomplete files that need replacing.

Uploads and modification times

When uploading files to a publish server, GoLive caches the local modification time for any file you transfer to the server. When an upload is successfully finished, GoLive gets a file listing with the time of the file modifications on the server. GoLive stores both modification times in the site file and a reference so GoLive can distinguish newer files from older ones. This enables GoLive to perform modified-item uploads and synchronizations.

In the event that the modification times for the local and server files become out of sync because you used a third-party file transfer client or because an upload was unsuccessful, GoLive lets you manually synchronize the modification times on both the server and local files without transferring any data. (See "Synchronizing files without transferring data" on page 332.)

Uploading a site

You can upload selected files, upload all files, or use the modified-item method for both first-time uploads and subsequent updates.

When transferring files, you might receive an FTP reply code that indicates the state of the server you're connecting to. A list of FTP reply codes is available in the support

knowledgebase on the Adobe Web site. You can also consult the World Wide Web Consortium's (W3C) Web site at http://www.w3.org.

To upload a site to a publish server:

1 Open the site and connect to the server. (See "Accessing a publish server" on page 325.)

2 Do one of the following:

- Click the Upload Modified Files button on the toolbar or choose Site > Publish Server > Upload Modified Files. Review the files to be uploaded in the Upload dialog box, and then click OK.

Note: *Three different commands are associated with the Upload button. To change the button command, click the arrow to the right of the Upload button and choose an option from the Change Upload Button To menu.*

- Select the folder or individual files to upload in the Files tab, and click the Upload Selection button on the toolbar or choose Site > Publish Server > Upload Selection.
- Click the Upload All button on the toolbar or choose Site > Publish Server > Upload All. Review the files to be uploaded in the Upload dialog, and then click OK.

To upload selected files manually:

1 Select the desired file or folder in the Files tab of the site window.

2 Drag the file or folder into the desired location in the Publish Server tab.

Synchronizing a site

Once you've uploaded a site, you can synchronize it to ensure that the local site and the site on the server match. (You can also use the synchronize feature for a first-time upload.)

The Synchronize dialog box indicates which files will be uploaded to the server and which files will be downloaded to the local copy of the site. Missing files are indicated by grayed-out file icons on either site. You can change the view of the files by selecting the Show Skipped Items option. Or, you can view your files as they exist on the server in folders by selecting the Show Folder Structure option.

To perform a synchronized upload for an entire site:

1 Open the site and connect to the server. (See "Accessing a publish server" on page 325.)

2 Do one of the following:

- Choose Site > Publish Server > Synchronize.
- Click the Synchronize With Publish Server button on the toolbar.

Note: *If you want detailed information on a file to be uploaded or downloaded, select the file in the Synchronize dialog box. The two text panes at the bottom of the dialog box display local and server information on the file.*

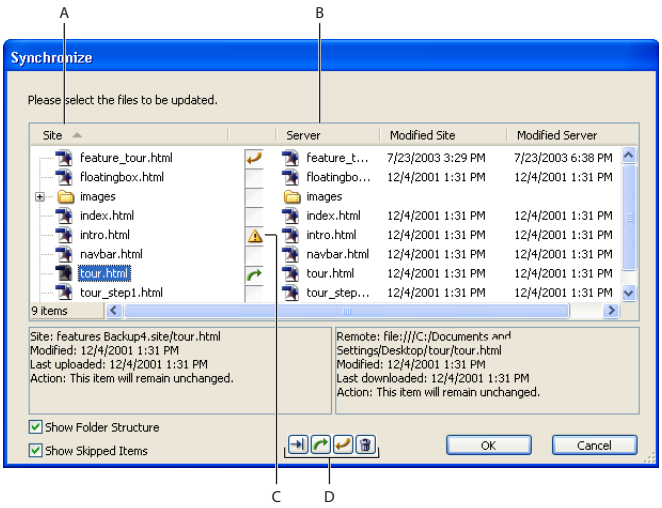
3 Confirm the synchronization actions assigned to individual files. If you want to assign a different synchronization action to a file, select the file and click one of the options below the files list:

- Choose Skip to exclude the file from synchronization.
- Choose Upload to upload the file to the server.
- Choose Download to download the file from the server to the local site.
- Choose Delete to remove the file from both the server and the local site.

You can also cycle through the various synchronization options and select one by simply clicking the Synchronization Action icon displayed in the column next to a file.

4 If the Synchronization Conflict icon appears by a file name, the file has been changed on the server and the local site. Assign a synchronization action to the file so that it is not excluded from the synchronization.

5 Click OK to start the synchronization process.



Assigning synchronization actions to files.
A. Local files. **B.** Server files. **C.** Synchronization Conflict icon **D.** Synchronization Action icons

Setting upload options

Uploads are carried out according to options that you can leave as is or change as necessary.

To select upload options:

1 Do one of the following:

- To select options for the active site only, click the Site Settings button on the toolbar or choose Site > Settings, then click Upload/Export and then select Site Specific Settings.
- To select options for all sites, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), expand Site and click Upload/Export.

2 Select upload options as follows:

- In the Publish States section, select an Honor Publish State Of option to use Publish settings for individual files or folders. To override individual publish state settings for files and folders, deselect the respective options. (See "Assigning publish states to files and folders" on page 133.)
- Select Linked Files Only to upload only those files that are part of the site hierarchy. GoLive enables this option only if you haven't checked the Honor Publish State Of options.

3 Select Cleanups options as follows, and then click OK:

- Select Comments and Spaces to streamline the source code without affecting the appearance of pages.
- Select Adobe GoLive Elements to remove GoLive tags and attributes that let you edit your animations, scripted actions, and so on.
- Select Strip GoLive Data from Media Files to check all GIF, JPEG, PNG, SWF, and SVG files for Smart Object data and remove the data to make the files smaller.
- Select Flatten Script Library to scan all files that use the GoLive JavaScript library and rewrite the external files so they contain only the exact JavaScript code needed for the site. (See "Flattening the script library" on page 410.)
- Select Rewrite PDF Files to scan all PDF files in the site and optimize them for quicker upload.

Downloading a site to update it

You can update local site files with files on a publish server by downloading as well as uploading. Update the files by downloading if you make changes at the server-based site that need to be reflected at the local site.

Note: *You can also perform a synchronization to download files from the publish server to the local site. (See "Synchronizing a site" on page 329.)*

For downloading, you have three options:

- *Download all* options copy all files from the server.
- *Newer download*s copy only site files with modification times on the server that are newer than the modification times of the corresponding local files. (If a local file has a newer modification time, GoLive won't download the corresponding server file.)

- *Selection downloads* copy your selection of files from the server. They are useful for the same reasons that selection uploads are useful. (See "About uploads" on page 328.)

Note: *If you remove GoLive tags and attributes from files, upload the files to a server, and then download them to your local site, GoLive overwrites your local files with the versions that don't contain GoLive tags and attributes. This may cause unexpected results. Use care when replacing local files with files from the server. (See "Setting upload options" on page 331.)*

To update a site by downloading it:

1 Open the site and connect to the publish server.

2 Do one of the following:

- Click the Download All button on the toolbar.

Note: *Three different commands are associated with the Download button. To change the button command, click the arrow to the right of the Download button and choose an option from the Change Download Button To menu.*

- Click the Download Newer button on the toolbar.
- Click the Download Selection button on the toolbar.

Synchronizing files without transferring data

You must keep both local and server files synchronized for GoLive to perform synchronized uploads and newer downloads. GoLive lets you manually synchronize the modification times for your local site files and server files without transferring data. This is useful for cases in which the modification times of the local and the server files are out of sync even though you know that the files are identical.

Files can get out of synchronization in a variety of ways. For instance, if you use a file transfer client other than GoLive to upload the file, and later try to synchronize the file from within GoLive, your local file appears older than the server file. The local file appears older because GoLive still refers to the timestamps it created the last time it uploaded the file. In order to keep the files synchronized, GoLive will try to download the server file that appears to be newer. Such downloads are unnecessary and might take a long time if multiple files are involved.

Note: *Synchronizing modification times for an entire site changes the modification times of all files, including any that have been edited but not yet uploaded to the server. These files will not be uploaded by GoLive the next time you do a synchronized upload because the modification times of the local files will match those on the server. If an upload gets interrupted, make sure you don't apply the Sync Modification Times command to files that weren't uploaded.*

To manually synchronize modification times without transferring files:

With the site open and GoLive connected to the publish server, do one of the following:

- To synchronize the entire site, choose Site > Publish Server > Sync Modification Times All.
- To synchronize a selection of files, select a file, a folder, or a selection of files and folders in the Files tab of the site window and choose Site > Publish Server > Sync Modification Times Selection.

Downloading a Web page

You can download a Web page, complete with all its media and references, from any Web site that you can visit with a Web browser. You don't need FTP access to the directories containing the page and its images. The page you download opens in a GoLive document window when the download is complete.

The page is downloaded to a location you specify, and its media are placed in a folder alongside the page. This folder structure might not reflect the relative locations of the files on the original Web site. Media files or media referenced by scripting languages like JavaScript are not downloaded. (For example, rollover images are not downloaded.)

Note: *You can also download Web pages by using the Import from Server function in the Site Wizard (see "Creating a site" on page 46) or the Download command in the context menu of either the External tab of the site window or the In & Out Links palette. (See "Importing sites from remote servers" on page 48.)*

To download a Web page:

1. Be sure you have a live Web connection.
2. Choose File > Download Page.
3. Enter the URL for the page.
4. Click Save As, specify a location, then click Save.

Since the page you'll download probably consists of several files, consider creating a new folder for them.

Transferring files with the file browser

Use GoLive's file browser to connect to a publish server and transfer files from the Files tab or your system desktop. You can use the browser for any file transfer purpose, not just for transferring Web site files. You can open multiple instances of the file browser and even drag files between them.

Note: *If you want to upload an entire site, or perform an update so that the local site and the server-based site are synchronized, use one of the Upload commands on the Site > Publish Server submenu (or the equivalent button on the toolbar), rather than the file browser.*

To perform simple file transfers with the file browser:

1. Choose File > Connect To FTP/WebDAV.
2. Choose a server from the Server menu and click the Connect button.

Note: *If no server is available, click Edit Servers and select a server from the Select Publish Server dialog box. If there are no servers listed, click New and follow the instructions in "Setting up access" on page 326 to set up a connection to a publish server.*

3. Do one of the following:

- To upload a file or folder, drag it from a site-window tab or the desktop to the file browser.
- To download a file or folder, drag it from the file browser to a site window tab.
- (Mac OS only) To download a file or folder, drag it from the file browser to the desktop.

Exporting a site

Exporting a site is adapting its folder structure and other details to a particular publish server, the one you plan to upload it to. Exporting is distinct from uploading; you export to a local drive as a separate step before uploading.

Note: *Few Web servers require that GoLive sites be exported. Consult your server administrator for information before beginning the export process.*

To select site export options:

1 Do one of the following:

- To select options for the active site only, click the Site Settings button on the toolbar or choose Site > Settings, click Upload/Export, and select Site Specific Settings.
- To select options for all sites, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), expand Site, and click Upload/Export.

2 In the Publish States section, select an Honor Publish State Of option to use Publish settings for individual files or folders. To override individual publish state settings for files and folders, deselect the respective options. (See "Assigning publish states to files and folders" on page 133.)

3 Select Linked Files Only to upload only those files that are part of the site hierarchy.

4 Select Export options as follows:

- The As in Site option maps the hierarchy of groups, pages, and resources within your site window to the resulting root folder.
- Separate Pages and Media creates a root folder that contains two subfolders for HTML pages and media, respectively.
- Flat creates a root folder that contains all HTML pages and media, but no subfolders.
- Folder Name entries apply to the Separate Pages and Media option. For files that are not in the site, the Folder Name entry applies only when you select the Export Linked Files That Are Not Part Of This Site option.
- Export Linked Files That Are Not Part Of The Site includes orphan files.
- Show Options before Export displays these options at the time of each export.

5 Select Cleanups options as follows:

- Strip HTML Code for Comments and Spaces streamlines the source code without affecting the appearance of pages.
- Strip HTML Code for Adobe GoLive Elements removes GoLive tags and attributes that let you edit your animations, scripted actions, and so on.
- Strip GoLive Data from Media Files checks all GIF, JPEG, PNG, SWF, and SVG files for data that has been added to those files to enable the Smart Object workflow. This data is only added to the target files of Smart Objects. The option then removes the data to make the files smaller.
- Flatten Script Library scans all files that use the GoLive JavaScript library and rewrites the external files so they contain only the exact JavaScript needed for the site. (See "Flattening the script library" on page 410.) This option is recommended.
- Rewrite PDF files scans all PDF files that are part of the site and optimizes them for quicker upload.

To export a site to a local drive:

1 Open the site.

2 Choose File > Export > Site.

3 If the Export Site Options dialog box appears, review the options and make changes as needed. The changes you make apply to the current export only.

4 Click Export. By default, the settings in the Export Site Options dialog are identical to those in the Site Settings under Upload/Export.

5 Specify a location on a local drive for the exported root folder of the site.

6 Click Save.

7 Click Yes or No. Clicking Yes displays information about the export: the files exported, the files not exported and the reasons they weren't exported, and the export options used.

Note: *If you want the Export Site Options dialog box to appear each time you export a site, choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), expand the Site settings, click Upload/Export and make sure the Show Options Before Export Dialog option is selected.*

To upload a site you have exported to a local drive:

Drag the exported root folder or its contents to its destination folder in the file browser window. (See "Transferring files with the file browser" on page 333.) You can't use one of the Upload commands on the Site > Publish Server submenu or the Upload button on the toolbar for this operation.

Drag the contents of the folder if dragging the folder itself would create an unnecessary extra folder level on the server.

Setting up distributed Web sites

If you plan to distribute your Web site across several servers (subsites), you can still develop and test the site as a whole on your local file system. To do so, you need to set up the distributed site with URL mappings between local addresses and server addresses.

The advantage of URL mappings is that you can easily manage multiple sites without having to rewrite URLs or duplicate files. The sites may share many of the same files and may even link to each other.

To set up a Web site distributed among several servers:

1 Create a separate site document for each server.

2 Keep index.html as the filename for home page of the site that is the entry point of your distributed site.

3 Rename the home page filename for all the other subsites. This avoids duplicate filenames in your distributed site.

4 Add pages and links for all the subsites, linking between subsites as you would if you were linking to another local site. For example, a link from a page in the Soccer subsite to the Putters.html page in the Golf subsite might be addressed file:///*path*/Golf/Putters.html. Links between subsites can use either relative or full paths.

5 Make the site window containing the index.html home page active.

6 Click the Site Settings button on the toolbar, or choose Site > Settings.

7 Click URL Mappings, then click the Create New Item button.

8 Choose Root of this Site from the menu next to the Map Local Folder or Remote Server text box.

This displays the path to the root folder corresponding to the current site document. When you provide an external link to an address on the server in the next step, you can probably preserve some of this path.

9 Edit the path so it contains the URL to the location this root folder will have on the server.

Note: *You can also use URL Mappings to map a local folder. You would do this if you wanted to conceal your site's folder hierarchy.*

10 Choose Root of this Site from the With Local Folder menu.

This maps the current location of the root folder to its future location on the server.

11 Click OK to save the site settings, or repeat steps 4 through 10 for each of the site documents you renamed in step 3.

Important: *If you plan to use the Clean Up Site command with any of the subsites you have created, first deselect Add Used Files and Add Used External References in the Clean Up Site Options dialog box. Otherwise, using the Clean Up Site command will destroy the structure of the distributed site.*

To test a distributed site in a Web browser before uploading it:

1 View a page in any of the root folders that contains a link that references a page in another root folder.

2 Move the cursor over the link. The link should contain the local path to the page.

3 Repeat these steps for every link referencing a page in another root folder.

Managing a Web site with WebDAV

GoLive lets you easily connect to a WebDAV server, lock files so others cannot work on them at the same time as you are, download and upload files, obtain information about files, and keep a local site and server site fully synchronized.

About WebDAV

GoLive supports a server technology known as Web Distributed Authoring and Versioning (WebDAV). WebDAV is a standard (RFC 2518). This technology extends the HTTP protocol with extensions that let authors safely work on a Web site in a workgroup environment with features such as file locking so that documents will not be accidentally overwritten or updates lost. You can find detailed information and the latest news about WebDAV at www.webdav.org.

To use WebDAV, you must have connection to a server with WebDAV capability. That includes:

- Adobe Version Cue Workspace (a feature of the Adobe Creative Suite)
- Mac OS X and Mac OS X Server (with mod_dav installed)

- Microsoft IIS 5 (included with Windows 2000) and Microsoft IIS 6
- Microsoft Exchange Server
- Apache (with mod_dav module installed)
- Novell NetWare 6.0
- Tomcat (with Jakarta and Slide)
- Tamino WebDAV Server
- Jigsaw
- Python WebDAV Server

A Web team can work on a WebDAV production server in house, and then use the GoLive Publish Server feature to upload the site to a public server without WebDAV capability.

Locking files

The WebDAV protocol supports two kinds of locks—exclusive and shared:

- An exclusive lock set by someone else is indicated by the padlock icon. Only the user who locked the file can edit it. Other users have read-only access to the file.
- An exclusive lock assigned to you is indicated by the pencil icon. This indicates that only you can edit the file.
- A shared lock assigned to other users is indicated by the shared lock icon. Unlike an exclusive lock, the shared lock simply alerts people that several individuals are editing the same file. It does not actually lock the file. People without a shared lock can only read the document.
- A shared lock you participate in is indicated by a variation of the shared lock icon.

Note: *Keep in mind that shared locking is not supported by all servers.*

To lock files on a WebDAV server:

1 In the Publish Server tab of the site window, select the file you want to lock.

2 Right-click (Windows) or Control-click (Mac OS) the selected file, and choose Lock or Shared Lock from the context menu, depending on whether you want an exclusive or shared lock. An exclusive lock or shared lock icon appears to the right of the file name in the Publish Server tab.

To lock a folder on a WebDAV server:

1 In the Publish Server tab of the site window, Right-click (Windows) or Command-click (Mac OS) the folder you want to lock.

2 Choose Lock All or Shared Lock All from the context menu.

Note: *Locking folders is unsupported by many servers, including Microsoft IIS 5. Only single files can be locked and unlocked.*

To lock a selection of files on a WebDAV server:

1 In the Publish Server tab of the site window, Control-click the files you want to lock.

2 Right-click (Windows) or Control-click (Mac OS) the selected files, and choose Lock or Shared Lock from the context menu, depending on whether you want an exclusive or shared lock. An exclusive lock or shared lock icon appears to the right of each file name in the Publish Server tab.

To unlock files on a WebDAV server:

1 In the Publish Server tab of the site window, select the files or folders you want to unlock.

2 Right-click (Windows) or Control-click (Mac OS) the selected file, and choose Unlock from the context menu. The locked icon to the right of the file names in the Publish Server tab
disappears.

Managing files and folders

GoLive lets you manage files and folders on a WebDAV server much as you manage files on your desktop, including the ability to copy, delete, rename, and move Web pages.

To rename or delete a file or folder using the context menu:

Right-click (Windows) or Control-click (Mac OS) the file or folder and choose the desired command from the context menu:

- Choose the Rename command to rename a file or folder.
- Choose the Delete command to delete the selected file or folder.

The context menu also lets you refresh the current view, select all files, and create a new folder, as well as set locks and synchronize a site. You can copy and move files using the standard desktop commands for your computer platform.

Getting information about files

You can use the File Properties Inspector to get information about files on a WebDAV server, including name, URL, creation date, modification date, size, and lock status.

To see information about a file:

1 Select the file in the Publish Server tab of the site window.

2 If the Publish Server Inspector is not showing, choose Window > Inspector.

3 Click one of the tabs in the Inspector:

- The File tab displays a file's name, URL, creation and modification dates, and size.
- The WebDav Lock tab provides information on the file's lock status, including the lock type, owner, access type available, scope of the lock (exclusive or shared), and lock timeout.

Creating and Maintaining Co-Author Sections

About the GoLive Co-Author feature

The Co-Author feature in Adobe GoLive allows Web designers to design sections of a site that other people can then easily maintain. Sites can include regular pages that the Web designer updates, and template-based pages that the co-author updates. The Co-Author feature is especially useful when someone unfamiliar with Web site design needs to update or maintain information in targeted areas of a site.

Web designers must use the full version of Adobe GoLive CS to create the site and the co-author sections. Co-authors use only the Adobe Co-Author Editor to maintain the site. The Co-Author Editor provides only those features required by the co-author. You cannot have both GoLive CS and the Co-Author Editor installed on the same computer. (The serial number used to install GoLive CS determines the installed version.)

Creating co-author sections

The co-author process includes two distinct phases: creating co-author sections and maintaining co-author sections. A Web designer builds a site by creating co-author sections that specify the items (content and type) that a co-author can update; then the designer links each section to a template. The templates contain editable regions, created by the Web designer, that match the items in the co-author sections.

Once the sections and templates are created and linked, either the Web designer or the co-author creates stories for each section in the Co-Author Editor. GoLive uses the stories to create the actual Web pages. (Co-authors can add and edit stories during the maintenance phase.)

Understanding the Web designer workflow

The Web designer creates the original content and builds the section that the co-author maintains. The Web designer completes the following tasks, and then hands off the section to the co-author for maintenance:

1 Decide which content needs regular updating, and then design the site structure and page layouts appropriate for the content. Use the GoLive Diagram feature to help you conceive your site. See "Developing diagrams" on page 74.

2 Create a co-author section to hold the data (stories), templates, section file, and other resources Adobe GoLive uses to generate the co-author Web pages. (See "Creating co-author sections and items" on page 340.)

3 Create the templates that the site's pages will be based on. Use the Co-Author palette to specify the regions that co-authors can edit, and match the region names to the item names in the co-author section. (See "Creating co-author templates" on page 342.)

4 In the Co-Author Editor (Special > Co-Author Editor), create stories that GoLive will use to generate the .html pages. (See "Creating and editing co-author stories" on page 344.)

5 Generate the co-author pages, and then preview and test the site. (See "Generating and publishing co-author Web pages" on page 345.)

6 Export the Site Locator file that the co-author uses to download the site for maintenance. (See XREF to exporting a site locator file in chapter 2.)

7 Hand off the section to the co-author for maintenance.

Note: *The co-author typically performs steps 4 and 5. However, during the initial site creation the Web designer can perform them to populate the site and provide examples for the co-authors.*

Understanding the co-author workflow

After the Web designer creates the site, the co-author maintains the pre-determined sections using the Co-Author Editor.

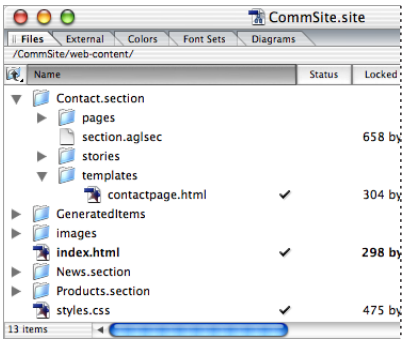
A co-author can perform the following tasks:

- Access the site in the Co-Author Editor.
- Update, delete, or add stories, including text and images. (See "Creating and editing co-author stories" on page 344.)
- Generate updated Web pages and upload them, if necessary. The co-author can easily accomplish each of these tasks with a single click. (See "Generating and publishing co-author Web pages" on page 345.)

Creating co-author sections and items

A Web designer uses co-author sections to organize the editable content into major groups, and to specify the individual items, or content containers, within each group. Examples of editable items a Web designer can create include headlines, images and articles for a news site, or product names, photos, descriptions and prices for a catalog site. The designer then links the section to a template, which specifies the layout of the items on the page—each item is placed into an editable region of the template. A single item can be used in multiple templates.

When the Web designer creates a section, a section folder appears in the site window. This folder contains a section.aglsec file (used to manage the items and link to the preview page), as well as separate pages, stories, and templates folders.



Co-author section in the site window

To create a co-author section and co-author items:

1 Create a new site or open an existing site.

2 Choose Special > Create Co-Author Section, and then enter a Section Title in the section.aglsec window that appears.

3 Select Name under the Item Name column. When you select an item, it appears in the editable fields at the bottom of the list.

4 In the editable fields, enter the Item Name and the Display Name, choose the Format Type for the selected item and, if necessary, specify the height of the item in the Co-Author Editor. (The Display Name is the name that appears next to the editable field in the Co-Author Editor.)

Match the Item Name to the corresponding Region name in the template file to which you'll link the section. Matching the names ensures that the stories populate the templates correctly. (See "Creating a page template" on page 306.)

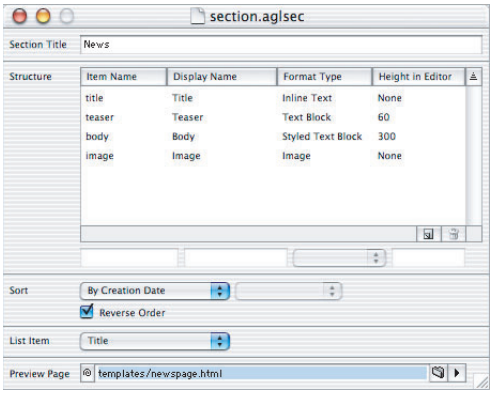
5 Click the Create New Item icon, and then for each item you want to add to the section, repeat step 2, selecting the newly created item.

6 Choose the sort order for the Co-Author Editor Stories list from the Sort menu:

- By Creation Date sorts the stories list in the order the items were created.
- By Data Item sorts the stories list in the order of the specified data item.

7 From the List Item menu, specify the field that you want to appear in the stories list of the Co-Author Editor. (The Sort order and List Item field do not necessarily need to match. For example, you can view product names (List Item) in the stories list, and then sort them by their prices (Data Item).)

8 In the Preview Page field, specify the page that you want to appear in the Preview tab of the Co-Author Editor. You must create and save the page file before you can specify it.



The co-author section.aglsec file used to create and manage sections.

Creating co-author templates

Co-author templates specify the layout of items by using editable regions. A co-author section can have an unlimited number of templates. You can create two types of templates: page templates and list templates. Page templates let you create a separate Web page for each story in the co-author section. List templates let you create a single Web page that contains a list of the items (editable regions) from multiple stories.

You can use a list template as a component to populate table cells on a static Web page. Create the list template and then link a cell's component to the template using the Inspector. After you create stories and generate the Web pages, the table cell contains a list of the repeated regions from multiple stories.

To create a page or list template:

1 Open a new page, and then choose Window > Co-Author. The Co-Author palette opens.

2 Choose File > Save As and save the template file to the section's Templates folder. Saving the file to the Templates folder lets you assign editable regions to it.

3 In the Layout window, select the contents of the first editable region you want to create. In the Co-Author palette, select the corresponding Item from the Apply Region menu.

4 If you want to create a list template, select the element that contains the regions you want to repeat (such as a table that contains name and price regions), and then select Repeat. By default, GoLive uses all the stories to generate the list. If you want to use only certain stories, enter the number of the first story (according to the sort order) in the Start field, and then enter the total number of stories to use in the Count field.

5 Repeat steps 3 and 4 until you've created editable regions for all the items you want to use in the template.

6 Save the file.

Linking to co-author templates

Creating links between and within templates, and from the templates to other pages in the site, is an important part of creating Co-Author sections. You can create the following types of links, as necessary:

- Links between page templates. Use these links to link the generated pages in a one-to-one relationship. For example, if a co-author section contains two template pages, then GoLive generates two separate Web pages per story, and links the first page for each story to the corresponding second page.
- Links within page templates. Use these links to create navigational links between the pages generated from each story in the section. To create the links, use the "#next" and "#previous" strings in the link field of the Inspector. When no previous or subsequent story exists, as with the first and last story in the list, the links and their content do not appear.
- Links between list and page templates. Use these links to create navigational components and tables of contents. When you link from a repeated region of a list template, each item (story) in the generated list page contains a link to its corresponding page (generated via the page template).

Understanding images in co-author pages

Co-author sections can include image items. You can add an image to a co-author template in the following ways:

- Use the image icon from the Objects palette to place an image in the template, and then assign the appropriate co-author item region. The width and height of the image used in the template determine the bounding box for the images used in the generated pages. GoLive resizes the image proportionally and converts it to a JPEG image.
- Use a Smart Object. Place a Smart Object in the template and assign it an item region. Choose a source for the Smart Object and create a target image file in the desired format and with the desired settings. In this method, the source file is unimportant—it's the target file that specifies the image settings. Make sure you place the source file into the section's template folder.
- Use a Smart Object with variables (assigned in Adobe ImageReady®) to automatically specify the item region according to the variables. Make sure that the variable name matches the item name. Place the image target files in the section's Templates folder.

Creating the initial co-author stories

The Web designer may want to create the initial stories (and resulting Web pages) to provide examples for the co-author, and to preview and test the site. To create co-author stories, see "Creating and editing co-author stories" on page 344.

Generating the initial co-author Web pages

Typically, the co-author adds and edits stories, and then generates the updated Web pages. However, during co-author site development, the Web designer may generate the initial pages. Generating the initial pages not only provides an example of how the pages appear for the co-author, but also allows the Web designer to preview and test the pages to ensure the site is functional and complete.

You can generate co-author Web pages by using GoLive commands or by using the Co-Author Editor. To generate co-author pages using the Co-Author Editor, see "Generating and publishing co-author Web pages" on page 345.

To generate co-author Web pages using GoLive commands:

1 Open a section.aglsec file.

Note: *In order to generate pages, you must have previously created a co-author section with items, set-up a template with editable regions, and created stories in the Co-Author Editor. (See "Understanding the Web designer workflow" on page 339.)*

2 Choose Special > Generate Co-Author Pages. GoLive generates a page for each story, placing them in the section's pages folder.

Previewing co-author Web pages

The Web designer can preview co-author Web pages by using either the Preview tab of the page's document window (see "Previewing files" on page 37) or the Co-Author Editor (see "Previewing co-author Web pages" on page 345). Co-authors preview the pages only from within the Co-Author Editor.

The Co-Author Editor lets you edit the page content, but not the layout. The document window lets you edit the layout, but not the content. Keep in mind that co-author pages are based on templates—and only the Web designer can edit the templates.

Updating co-author Web pages

Co-authors can update existing co-author Web pages and create new ones using the Co-Author Editor. To update co-author pages, you open or download the site to be updated, edit and create the stories (content) for the Web pages, and then generate and publish new pages.

You can update only certain types of content on co-author Web pages, including text, links, and images. You cannot change the layout of the pages or otherwise edit them.

Note: *Web designers can access the Co-Author Editor in GoLive by choosing Special > Co-Author Editor.*

Opening and downloading sites

Use the Co-Author Editor to open or download the sites you want to update.

To open a Web site to update:

1 Start Adobe GoLive CS, and then click Edit Web Site.

2 Locate and select a site file, and then click Open. The site file, [SITENAME].site, is at the root level of the site folder.

To download a Web site to update:

1 Start Adobe GoLive CS, and then click Download Web Site.

2 In the Open dialog box, locate and select the site locator file (provided by the Web designer), and then click Open. GoLive downloads the site to the local hard disk and then opens the site in the Co-Author Editor.

Creating and editing co-author stories

Co-author stories contain the content (organized by Item Names) that Adobe GoLive places in a template to generate the co-author Web pages. The co-author can edit existing stories and create new ones.

To edit an existing story or create a new one:

1 In the Co-Author Editor, open the site containing the co-author sections.

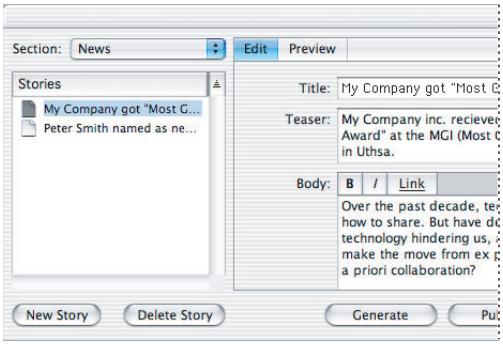
2 From the Sections menu, choose the section you want to update.

3 In the Stories list, select the story you want to edit, or click New Story to create a new story. (Stories are named according to the item specified in the List Item field of the section.aglsec file.)

4 In the Edit tab, update the item fields as appropriate:

- For text blocks, you can specify bold and italic styles by using the buttons above the text block, and you can add or update links by using the Link button.

- For image items, you can click Browse to specify a different image.



Editing a story in the Co-Author Editor.

Previewing co-author Web pages

You can preview a Web page using the Preview tab of the Co-Author Editor. Previewing lets you see how the page will look and test its functionality.

Note: *Links are disabled in the Preview tab.*

To preview a co-author Web page:

1 In the Stories column of the Co-Author Editor, select the story for the page you want to preview.

2 Click the Preview tab.

Generating and publishing co-author Web pages

As the co-author, after you have created and edited the stories, you can generate the Web pages and publish them, as necessary.

In some instances, you may want to have the pages reviewed before you publish them; in other instances (such as when you've simply made text corrections), you may want to publish them directly. Coordinate with the Web designer or an administrator to determine the best workflow for a site.

To generate or publish co-author Web pages:

1 In the Co-Author Editor, select a section from the Section menu.

2 Select one of the following:

- Generate to create the Web pages and place them in the section's pages folder.
- Publish to create the Web pages, place them in the section's pages folder, and then upload them to the server specified by the Web designer during the site's creation.

Working with PDF Documents

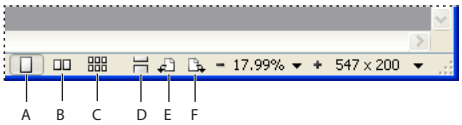
About working with PDF documents

Use GoLive to fully integrate PDF documents into Web sites. You can export Web pages to PDF files, which can be distributed for review or added to a site. You can also open existing PDF files and edit links to PDF bookmarks, HTML anchors, and other destinations. GoLive lets you manage PDF links with the same site management tools you use for HTML links.

You can create PDF versions of site design diagrams, which are particularly well-suited for a PDF review. For more information, see "Printing and exporting diagrams" on page 88.

Displaying PDF documents

To display PDF documents differently, you can rotate pages, change the number of pages displayed concurrently, and smooth the edges of text, line art, and images.



Display options in the status bar:
A. Single-Page View **B.** Double-Page View **C.** Multi-Page View
D. Continuous Mode **E.** Rotate left **F.** Rotate right

To change the number of pages displayed concurrently:

In the status bar of the document window, click the Single-Page View button, the Double-Page View button, or the Multi-Page View button.

To view more pages at one time in double- or multi-page view, either enlarge the document window or decrease magnification.

To view pages continuously, rather than in sets:

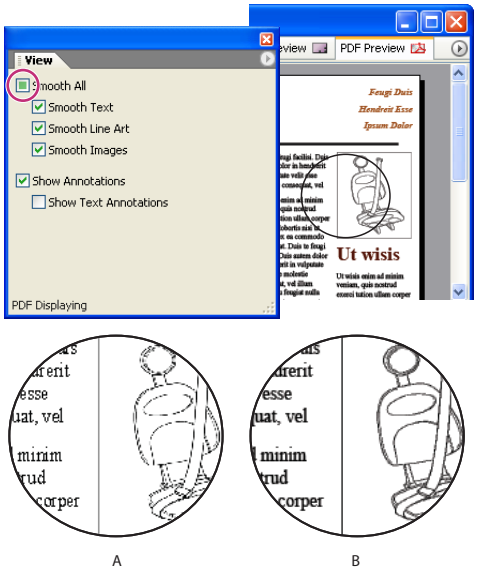
Click the Continuous Mode button in the status bar of the document window. In Continuous Mode, you can use the vertical scroll bar to move from page to page.

To rotate the view:

In the status bar of the document window, click the Rotate Left button or the Rotate Right button.

To smooth text, line art, or images:

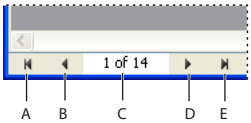
In the View palette, select from the following options: Smooth All, Smooth Text, Smooth Line Art, or Smooth Images.



Smoothing text, line art, and images:
A. Smooth options deselected **B.** Smooth All selected

Navigating PDF documents

You can quickly navigate to a specific page of a PDF document or a specific area of a page. If you don't know which page contains the desired information, you can visually locate and then select the page.



Navigation options in the status bar:
A. First Page **B.** Previous **C.** Page number
D. Next **E.** Last Page

To navigate to a specific page or set of pages:

Do one of the following in the status bar of the document window:

- Type the page number in the Page Number text box, and then press Enter or Return.
- Click the First Page button, the Last Page button, the Next button, or the Previous button.
- Press the Page Up or Page Down key.

To navigate to a specific area of a page:

Do one of the following in the document window:

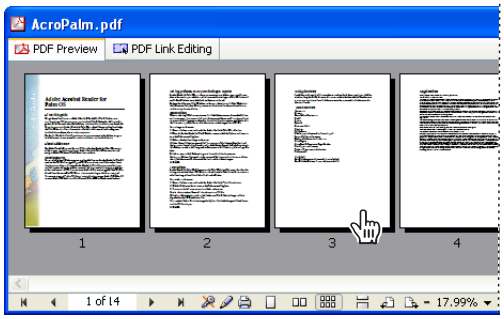
- Drag with the Hand tool.
- Use the horizontal and vertical scroll boxes.
- Hold down the Control key, and press the arrow keys.

To visually locate and then select a page:

1 In the status bar of the document window, click the Multi-Page View button.

2 Navigate to the desired set of pages by using the First Page, Last Page, Next, and Previous buttons.

3 In the document window, click the desired page.



Visually locating and selecting a page.

Viewing and editing PDF comments

When you open an existing PDF file, you can create, view, and edit PDF comments.

To create, view, or edit a PDF comment:

1 Open a PDF file.

2 In the toolbar, click the Comment tool.

3 In the Layout Editor, do either of the following:

- Select an existing comment.
- Click to create a new comment.

4 In the text box of the PDF Commenting Inspector, view or edit the comment.

To hide PDF comments:

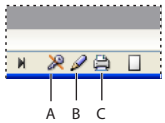
In the View palette, deselect Show Annotations to hide all comments or Show Text Annotations to hide only text comments.

Viewing saved page setup and security settings

When you view an existing PDF file, the status bar of the document window displays the file's page setup and security settings, including editing and printing restrictions. GoLive honors these settings but doesn't let you change them. For example, if a PDF file has a printing restriction, you can't print the file in GoLive—even if you enter the master password to open the file.

For more information about page setup settings, see "Exporting Web pages to PDF" on page 349. For more information about security settings, see Adobe Acrobat Help.

Note: *GoLive supports standard Acrobat security, but not Self-Sign Security.*



Saved security settings in the status bar:
A. Security off. **B.** Editing allowed. **C.** Printing allowed.

Hiding PDF options in the status bar

By default, the status bar shows all PDF display, navigation, and security options, but you can hide these options by using the document window pop-up menu.

To hide PDF status bar options:

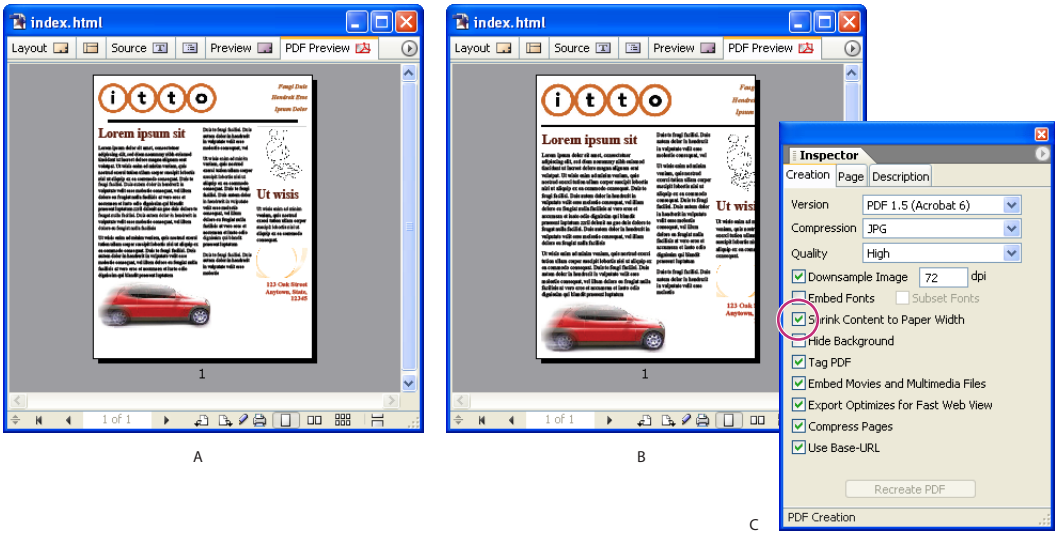
From the document window pop-up menu, choose Status Bar, and then select from the following options:

- PDF Page Control to hide page navigation controls.
- PDF Info to hide security settings.
- PDF Page Rotation to hide rotation buttons.
- PDF Display Mode to hide display options.

Exporting Web pages to PDF

You can export Web pages to PDF, while retaining formatting and features such as links, form elements, and QuickTime movies. You can use this powerful functionality to quickly create documents such as interactive PDF forms and print-ready versions of Web pages.

When you export to PDF, you can customize the exported file in many ways. For example, you can adjust compression settings, embed fonts, and proportionally shrink a Web page that's wider than the selected paper size. To produce a PDF file that prints clearly on black-and-white printers, you can hide Web page backgrounds, replacing them with a white background that emphasizes the content of a page. After adjusting such settings, you can re-create the PDF preview to see their effect.



Using the Shrink Content to Paper Width option:
A. PDF Preview tab with Shrink Content to Paper Width deselected **B.** Shrink Content to Paper Width selected **C.** PDF Page Setup Inspector

Note: *Frames, HTML comments, text marquees, and JavaScript do not export to PDF.*

To export a Web page to PDF:

1 In the document window, click the PDF Preview tab.

2 In the PDF Creation Inspector, click the Creation tab, and set options as desired. For more information, see "PDF creation options" on page 351.

3 Click the Page tab, and set page formatting options as desired. Then, to proportionally shrink a Web page that's wider than the selected paper size, select Shrink Content to Paper Width.

4 Click the Description tab, and enter file information for Title, Author, Subject, and Keywords as desired.

5 Click Recreate PDF to regenerate the PDF preview using the new settings.

6 Click the Export button in the toolbar.

Exported anchors become bookmarks in the PDF file.

PDF creation options

In the Creation tab of the PDF Creation Inspector, GoLive provides the following options:

Version Specifies the Acrobat or PDF/X version. Choose the version that is compatible with the intended PDF viewing application.

Compression Specifies the image compression method. Choose one of the following:

- Deflate (Lossless) to compress minimally and retain image quality, but only moderately decrease file size.
- JPG to compress with a lossy algorithm and greatly reduce file size, but introduce image artifacts.
- JPG 2000 to compress equally to JPG, but introduce fewer image artifacts. (This option requires an Acrobat 6 viewer.)

Quality Specifies the desired level of image compression: Maximum, High, Medium, Low, or Minimum.

Downsample Image Applies the image resolution specified in the dpi text box.

Embed Fonts Includes complete fonts in the exported file.

Subset Fonts Includes only the specific font characters present in the document.

Hide Backgrounds Hides background colors, background images, and CSS background styles.

Tag PDF Creates PDF tags for paragraphs and tables in the exported file. For more information about PDF tags, see Adobe Acrobat 6.0 Help.

Embed Movies and Multimedia Files Includes such files in the exported file. (This option requires an Acrobat 6 viewer.)

Export Optimizes for Fast Web View Displays the first page while the full PDF file downloads.

Compress Pages Compresses text and line art.

Use BaseURL Converts relative Web links into absolute PDF links.

Note: *The Use BaseURL option is available only if a Base element exists in the head section of the Web page. For more information about the Base element, see* *"About head section elements" on page 56*.

Editing PDF link regions

With the PDF link editor, you can use GoLive to create, move, resize, and delete link regions in any existing PDF file. You can also specify link destinations such as Web pages, HTML anchors, PDF pages, and PDF bookmarks. When you've finished editing links, you can test them by using the PDF Preview tab.

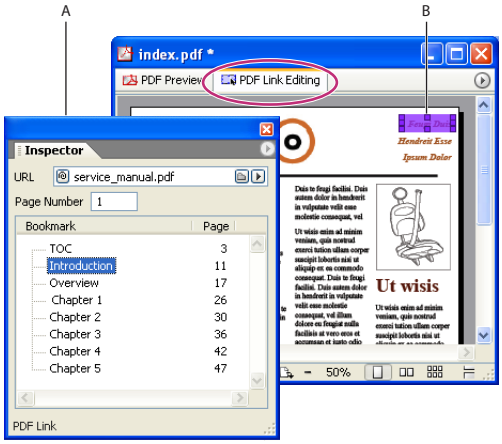
You can manage PDF links with the same site management tools used for HTML links, including the In & Out Links palette. For more information, see "Editing links and URLs sitewide" on page 124.

To link from an HTML file to a PDF bookmark, use the Edit PDF Anchor option. For more information, see "Linking files" on page 61.

To access the PDF link editor:

1 Open an existing PDF file.

2 Click the PDF Link Editing tab in the document window.



Linking to another PDF file:
A. PDF Link Inspector options **B.** New link

To create a new link region:

1 In the toolbar, click the Add New Link button.

2 In the document window, drag across the area you want to link.

3 In the URL text box of the PDF Link Inspector, specify the destination file or anchor. If you specify a PDF file, also enter the destination page number in the Page Number text box, or choose the destination bookmark from the Bookmark list.

To change the color used to highlight link regions, specify a new Link Editing Color preference. For more information, see "Changing PDF preferences" on page 353.

To move, resize, or delete a link region:

1 In the toolbar, click the Edit Links button.

2 In the document window, click the link to select it.

3 Do one of the following:

- To move the link region, drag it to the desired location on the page.
- To resize the link region, position the pointer over a corner or side handle. When the pointer becomes a double arrow, drag.
- To delete the link region, press Delete.

To precisely move or resize a link, increase display magnification. *For instructions, see* *"Magnifying and reducing a document" on page 41*.

To change a link destination:

1 In the toolbar, click the Edit Link button.

2 In the document window, select the desired link region.

3 In the URL text box of the PDF Link Inspector, specify the destination file or anchor. If you specify a PDF file, also enter the destination page number in the Page Number text box, or choose the destination bookmark from the Bookmark list.

You can point and shoot to a destination file by holding down Alt (Windows) or Command (Mac OS) and dragging from the link region in the document window.

Changing PDF preferences

GoLive lets you change several conversion and display preferences for PDF documents. If you regularly use certain settings, changing the preferences can help you work more efficiently.

To ensure that uploaded PDF files have the smallest file size possible, select Rewrite PDF Files in the Site preferences. For more information, see "Exporting a site" on page 334.

To change PDF preferences:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 In the list on the left, expand Adobe PDF, and then select from the following groups of default settings:

- Adobe PDF to enable or disable Optimize for Fast Web View.
- Paper Size to set paper size, margins, and page orientation.
- Conversion to set HTML-to-PDF conversion options.
- Display to set options for Zoom Factor, Display Mode, Smoothing, Annotations, and Colors.
- Description to specify Title, Author, Subject, and Keywords.

For more information about these settings, see "Exporting Web pages to PDF" on page 349 and "Displaying PDF documents" on page 346.

Authoring Wireless Web Sites

About the wireless Web

Web sites designed for wireless viewing are made with markup languages designed for the wireless internet.The following languages are available for wireless:

- Extensible Hypertext Markup Language (XHTML-Basic and XHTML-Mobile) is the XHTML specification for wireless, and alternative mobile and untethered devices. XHTML is the standard for 2.5G and 3G (third generation) devices.
- Multimedia Messaging Services, or MMS, is based on Synchronized Multimedia Integration Language (SMIL). SMIL is an XML-compliant markup language that lets you lay out and synchronize multiple streaming and static media tracks in a multimedia presentation for MMS-compatible portable devices. 2.5G and 3G devices support MMS.
- Compact Hypertext Markup Language (cHTML), or i-HTML (trademarked as i-mode) is a special subset of the HTML 2.0, HTML 3.2, and HTML 4.0 specifications, commonly known by the NTT DoCoMo trademark i-mode. I-mode (also known as iHTML) is the default standard for 2.5G devices that support i-mode networks.
- Wireless Markup Language (WML) is a tag-based standard based on XML and used by 2G (second generation) devices.

Sites authored with these languages are in increasing use throughout the world. If your mobile telephone service provider offers wireless browsing, you can visit Web sites created in these languages.

Developing a successful wireless Web site requires working within special constraints. Many users pay additional fees for Web browsing on their mobile telephones and handheld computers. You need to design your site so that text, images and navigation are optimized for small screens and file size is optimized for minimal download times.

Creating wireless content in GoLive

You author your wireless content in GoLive using the same tools and approach that you use for other sites. If you are already familiar with GoLive, you'll be able to quickly learn wireless authoring techniques.

Organize and plan your site Use the site window to keep your files organized and links between pages valid. The site project file manages links and site assets, letting you use site diagramming to design the structure of your site, and save pages as templates and stationery to increase your consistency and efficiency.

Add content to pages You add and format text and images, link pages, and develop forms for user input using the GoLive toolbars, menus, Objects palette and Inspector.

Use unique GoLive features to simplify development Smart Objects let you add graphic files and optimize them for wireless Web sites from within GoLive. Using template pages, you can set up default pages with the settings and content you want on every page.

Design with the wireless user in mind As you develop XHTML and cHTML/iHTML, you can set up your view of the document window to resemble a phone browser layout. Use the available mobile phone emulator SonyEriccson, Nokia, or NTT DoCoMo to preview your wireless pages as they appear on a specific phone. (See "Previewing wireless pages in a phone emulator (Windows only)" on page 374.)

Creating XHTML-Basic and XHTML-Mobile pages

The WAPForum/OMA (Open Mobile Alliance) developed XHTML-Mobile and XHTML-Basic for use with mobile phones and handheld devices. XHTML-Mobile delivers content in a compact format that is accessible by a wide range of devices that support XHTML.

XHTML-Mobile and XHTML-Basic are the new standard that all microbrowsers support. (Microbrowsers are included on devices such as wireless handsets, home appliances, and car telematic systems.) Many microbrowsers on new mobile devices are dual-mode, so they are able to support WML 1.0 as well as XHTML-Mobile and XHTML-Basic content.

As you develop XHTML mobile profile pages (using either XHTML-Mobile or XHTML-Basic), work in a site project file and follow these guidelines to take advantage of all the benefits of GoLive.

Set up the environment and pages. Configure the Objects palette so that you can drag only valid XHTML elements to your page. Set the page to the XHTML doctype and choose a browser preview setting. When you set the doctype, only text formatting options that are valid in XHTML are available.

Add content You can add text, links, form elements, and images just like any other GoLive page. To view only supported elements, configure the Objects palette for XHTML. (See "Configuring the Objects palette for cHTML/iHTML" on page 357.)

Preview pages in the phone emulator Preview your wireless pages as you preview regular Web pages in GoLive. (See "Previewing files" on page 37.) You can specify a phone emulator (such as Nokia) instead of an HTML browser (such as Internet Explorer) to provide an accurate preview. (See "Previewing wireless pages in a phone emulator (Windows only)" on page 374.)

Configuring the Objects palette for XHTML

XHTML mobile profiles are a subset of XHTML. Not all elements and attributes are available in XHTML mobile profiles. You can configure the Objects palette to display the icons that represent only valid XHTML mobile profile elements.

To configure the Objects palette for XHTML authoring:

In the Objects palette menu , choose Configure > [XHTML type].

Setting up an XHTML page

Before you add content to an XHTML page, set up the page and save it. When you do this, you can set up other page properties such as title and link text color.

To create and set up an XHTML page:

1 Do one of the following:

- To create a new page, choose File > New Special > *[XHTML type]*.
- To convert an existing page to XHTML, open the page and choose Markup > Convert to XHTML from the document window menu, and then specify the conversion options as necessary.

2 To specify a page title, see "Changing the page title" on page 53.

Note: *The page title is saved as a bookmark name on the phone when users bookmark a page.*

3 To set text and link colors or a page background, see "Applying images or color to the page background" on page 70 and "Setting the default color for text or links in a page" on page 70.

Adding content to an XHTML page

You can add text, images, and form elements to XHTML pages in much the same way that you add content to HTML pages.

You can format text using the menus and toolbars, or by using cascading style sheets. If you set the browser view, you will see an approximation of how your pages will look on a Nokia phone.

To add content to XHTML pages:

Drag icons from the Objects palette to the page, and then specify options in the Inspector.

Note: *If you configure the Objects palette for XHTML, only valid XHTML objects appear in the palette.*

Publishing XHTML pages

You publish XHTML-Basic pages using the GoLive FTP file transferring features. For information on publishing your Web site, see "About transferring files and publishing a site" on page 323.

Working with cHTML/iHTML

cHTML/iHTML is a markup language for information devices, such as PDAs, smart phones, and cellular phones. cHTML/iHTML is most widely used in Japan for the popular i-mode mobile phone service. In GoLive, you can easily develop sites for both Roman and double-byte (Asian) languages.

Follow these basic steps and guidelines to develop your site.

Set up the environment and pages. Configure the Objects palette so that you can drag only valid cHTML/iHTML elements to your page. If you are creating a Japanese i-mode site, configure Golive to use the Shift-JIS or Unicode UTF-8 document encoding. Finally, set the page to the cHTML doctype and choose a browser preview setting. Once you set the doctype, only formatting options that are valid in cHTML are available.

Add content You can add text, links, form elements, and images in the same way you add content to any other GoLive page. However, not all HTML elements are supported, so they don't appear in the Objects palette when it's configured for cHTML.

Preview pages in the phone emulator Preview your wireless pages as you preview regular Web pages in GoLive CS. (See "Previewing files" on page 37.) You can specify a phone emulator (such as Nokia) instead of an HTML browser (such as Internet Explorer) to provide an accurate preview. (See "Previewing wireless pages in a phone emulator (Windows only)" on page 374.)

You publish cHTML pages using the GoLive FTP file transferring features. (See "About transferring files and publishing a site" on page 323.)

Configuring the Objects palette for cHTML/iHTML

cHTML/iHTML is subset of HTML. Not all elements and attributes are available in cHTML, and you can configure the Objects palette to display only the icons that represent valid cHTML elements.

Important: After you've configured the Objects palette and set the doctype, the GoLive context menus will continue to display all elements—including those that are not valid. Avoid using the context menus for adding cHTML elements and formatting text.

To configure the Objects palette for cHTML authoring:

In the Objects palette menu, choose Configure, and then choose an i-mode option depending on the i-mode HTML specification of the site you are creating: i-mode HTML 1.0, 2.0, 3.0, 4.0, or 5.0.

Note: *While the Div element is part of the cHTML specification, you shouldn't use GoLive layers in your cHTML pages. Layers include nonvalid cHTML tags on your page.*

Enabling encoding for Japanese cHTML authoring

Japanese cHTML pages must use the Shift JIS and Unicode UTF-8 character set encoding. Also, to use emoji characters in your pages, the i-mode Emoji module must be active.

Note: *The UTF encoding is enabled by default. Use the following procedures to enable the Shift JIS encoding as well.*

To turn on the Shift JIS encoding and the i-mode emoji module:

1. Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).
2. Select Enclodings from the list on the left.
3. Select the shift_jis Japanese charset.
4. Select Modules from the list on the left.
5. Select Extend Script and click OK. Quit and then restart GoLive.
6. Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS) and select Modules from the list on the left.
7. Check i-mode Emoji under the Extend Scripts, and click OK. Quit and then restart GoLive.

Setting up a cHTML page

After you define the appropriate doctype, and also the document encoding if needed, creating a cHTML page is just like setting up a standard Web page.

To create and set up a cHTML page:

1. Choose File > New Page.

2 In the document window menu (in the upper right side of the document window), choose DocType > i-mode HTML [1.0-5.0].

3 If you are developing a Japanese cHTML site, choose File > Document Encoding > Japanese (Shift_JIS) and click OK.

4 To set the layout view to simulate the page and type size of a phone browser, move the pointer over the document window, choose View > Browser Profile from the context menu, and then choose a profile from the list.

5 To specify a page title, see "Changing the page title" on page 53.

Note: *The page title is saved as a bookmark name on the phone when users bookmark a page.*

6 To set text and link colors or a page background, see "Applying images or color to the page background" on page 70 and "Setting the default color for text or links in a page" on page 70.

To organize the page into different sections, you can use horizontal rules.

To save a page as cHTML/iHTML:

1 Choose File > Save As, and then type a file name.

2 To save the file in your site folder, choose Root from the Site Folder pop-up menu.

The most efficient way to develop an i-mode site is to set up a template page in your site and save it as a cHTML page with your usual browser view selected. Then you can quickly create new pages with these characteristics by opening your template page in the site's Templates folder.

Adding text to cHTML and iHTML pages

Adding text to a cHTML or iHTML page is no different than adding text to a standard Web page; however, formatting options for text are limited in cHTML. Options that are not valid are dimmed (except context menus).

For information on adding and formatting text, see "Adding text to Web pages" on page 186, "Formatting paragraphs" on page 188, "Applying fonts, type sizes, and color to text" on page 194, and "Adding scrolling marquees" on page 163.

Note: *Scrolling marquees are only available for i-mode HTML 2.0 - 5.0 cHTML pages.*

Adding emoji characters to a cHTML page

Emoji characters are picture symbols in the i-mode font set. The glyph, or visual representation of the character, is a picture instead of a letter. Because an emoji is a character, it only takes up two bytes of memory—much less than a tiny GIF image. There are 176 basic emoji characters and 76 extended characters, so you can communicate information very efficiently. In cHTML, emoji are represented by name and category group, by default. You can select one of three methods to insert your emoji entities: Shift JIS Decimal Code, Shift JIS Binary, and Unicode Hexadecimal Code. (Page character encoding must be set to Unicode UTF-8.)

An emoji entity is comprised of an ampersand, a pound sign followed by 5 digits, and an ending semicolon. For example, the entity &#63647 represents the character "fine" (as in "fine weather"), and looks like a shining sun. Using the ampersand code, you do not need Shift_JIS page encoding when creating content for Roman language sites.

Note: *If users are viewing your site on a computer, they must have the emoji font installed.*

To set the emoji settings:

1. Choose Special > i-mode Emoji Settings.
2. Select a default method and appearance, and then click OK.

Note: *If the emoji characters appear as a question mark in the Layout window, make sure that the Default Method setting for emoji is set correctly.*

To add and edit emoji:

1 Drag the i-mode Emoji icon from the Objects palette to the layout window for a page.

2 Use the Inspector to add and update the emoji characters.

Adding images to cHTML and iHTML pages

You can place GIF images on a cHTML or iHTML page, but make sure that the image file size is small. Do your major image editing in a graphics application such as Adobe Photoshop CS or Adobe Illustrator CS, and then save a copy of the image as a GIF image. Or better yet, use GoLive Smart Objects and link the original Photoshop or Illustrator image directly to your page. Then, you can optimize and resize the GIF image within GoLive.

To add an image to a cHTML page:

1 Do one of the following:

- If your image isn't optimized for cHTML, set up a Smart Photoshop, Smart Illustrator, or Smart Generic object in your page. Choose either GIF i-mode 1bit (for simple black-and white-graphics) or GIF i-mode 256 (for color images or monochrome images with intermediate shades) from the Settings menu in the Save For Web dialog box.
- If your image is already optimized for cHTML and is in GIF format, add the file to the page using the Image icon.

Creating links in cHTML and iHTML pages

You can create navigation links from text and images in cHTML pages to other cHTML pages or to other places on the same page. You can also easily link emoji if it is within inline linked text. To link to a place on the same page or a specific spot on any page, you first add an anchor to the place you want to link to. You can also set up a link that automatically dials a phone number.

For information on creating navigational links, see "Creating resource and navigational links" on page 61 and "Using anchors for links" on page 66.

To link text to dial a phone number:

1 Select the text you want to link to the phone number.

2 In the Text Inspector, click the New Link button . Then, in the text box next to the button, type tel: followed by the phone number. For example, tel:5555555555.

Adding form elements to cHTML and iHTML pages

cHTML supports forms so viewers of your site can interact with your pages. The information your viewers send with the form must be processed by a Common Gateway Interface (CGI) script on the host server. Talk with your Web hosting provider to set up your CGI functions. Most of the HTML form elements are supported, but be sure to test your form on all the devices you want to reach. (See "Creating Forms" on page 294 and "Adding different elements to a form" on page 296.)

Note: *Make sure you've configured the Objects palette correctly before dragging form icons from it. (See "Configuring the Objects palette for cHTML/iHTML" on page 357.)*

To add form elements:

1 Drag the Form icon from the Form set in the Objects palette to your page. All other form elements should be within this container. See "Setting up the form element" on page 295.

2 Drag other form icons from the Form set in the Objects palette to your page, and configure their Inspectors.

As you add form elements to cHTML pages, keep the following tips in mind:

- Set the visible attribute of text fields to fit within the Phone screen. Usually it's safe to set the visible attribute to 15.
- For form text fields, add the istyle attribute to specify the allowed input type, rather than relying on your users to change it on their phones. You can quickly set the istyle attribute in the Outline Editor by choosing it from the <input> tag's attribute pop-up menu. Japanese is the default when you don't specific istyle. Set istyle to 1 for full-width Japanese Kana. Set istyle to 2 for half-width Japanese Kana. Set istyle to 3 for half-width roman alphanumeric characters (English). Set istyle to 4 for half-width roman numeric characters (English).
- To allow users to quickly select an option using their keypads, set the access option in the Inspector for that element. Generally you'll set a number from 1-9. Also remember to label the option with the access key number.

Previewing a cHTML page in a phone emulator (Windows only)

Preview cHTML pages as you preview regular Web pages in GoLive CS. (See "Previewing files" on page 37.) You can specify a phone emulator, such as Nokia, instead of an HTML browser, such as Internet Explorer, to provide an accurate preview. (See "Previewing wireless pages in a phone emulator (Windows only)" on page 374.)

Working with WML

WML (Wireless Markup Language) is a markup language for displaying information on wireless devices, such as mobile phones.

WML is based on a hierarchy of decks and cards. A deck is the container element for a WML document and is made up of a series of cards. A deck of cards is downloaded to the user's phone all at once. Cards can contain text, images, user input elements, and WML-specific elements that allow navigation and handle user events (such as a user pressing a key on the device).

Setting WML preferences

You must enable the WML module before you can author in WML. When you enable the module, you'll see the WML Elements set in the Objects palette.

To enable the WML module:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Display the Modules section of the Preferences dialog box, and select WML in the Extend Scripts folder.

3 Restart GoLive.

Creating a WML deck

Decks are the container element for a WML document. When you create a deck, GoLive automatically specifies a document type definition (DTD) for the deck. By default, the DTD version is 1.3; however, you can also specify DTD version 1.1 and 1.2.

The document window for a WML deck has three views. Use Layout view to design a WML deck. Use Source view to view WML code in a text editor. Use Outline view to view the structure of a deck in a hierarchical format.

To create a new WML deck:

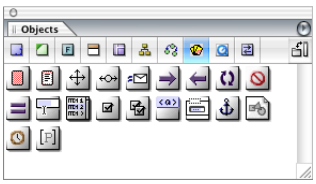
Choose File > New Special > WML Deck.

To change the DTD version:

Click the Document Window palette in the top right corner of the document window, and choose a version from the Doctype submenu.

Working with WML elements

Elements are the building blocks of a WML document. You add elements to a document by dragging icons from the WML Elements set of icons in the Objects palette to the document window.



WML Elements set in the Objects

Keep the following in mind as you work with elements:

- Use only WML elements in your deck. If you place elements from the Basic set in the Objects palette into a WML document, the deck will not work correctly.
- Every element has *content rules* that determine what the element can contain. For example, a deck element can contain a template element and card elements. The content rules for an element are displayed to the right of the element name in the document window and at the bottom of the Objects palette when you point to an element icon. The content rules show which elements (and the number permitted) are allowed within an element. A question mark (?) next to an element name means 0 or 1 of those elements are allowed, a plus sign (+) means 1 or more, an asterisk (*) means 0 or more, and the pipe symbol (|) between two elements means either element is allowed. For example, the content rule for a card is OnEvent?, Timer*, (Do | P)*. This content rule means zero or one OnEvent element is allowed, zero or more Timers, and zero or more Do or P elements are allowed.
- Limit the size of decks. WML browsers have memory restrictions, and a single large deck can fill up memory very quickly. The recommended size for decks is 500 bytes or less. Choose Special > Document Statistics to display the document size.
- If you edit the WML source code, keep in mind that WML is a case-sensitive language. For example, *CARD* and *card* mean different things.

Note: *You must enable the WML module in order to view the WML Elements in the Objects palette. (See "Setting WML preferences" on page 362.)*

To add an element to a deck:

1 Drag an element icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of the parent element.

Note: *If you drop an element in a location where it is not allowed by the content model, a warning appears and a red border is displayed around the element.*

2 Set attributes for the element in its Inspector, including the following common optional attributes.

- id to specify an identifier for the element that you'll use later to link to it or use in server-side transformations. GoLive assigns a unique number to the id attribute by default, but you may want to change it to a more meaningful name.
- class to affiliate the element with one or more classes that you can use to group the elements. Separate multiple class names with spaces.

To select an element:

Click in the colored area of the element in the document window. A border appears around the element when it is selected.

To move an element:

Select the element in the document window, and drag it to a new location.

To delete an element:

Select the element in the document window, and press the Back space or Delete key.

Creating WML cards

A card is a small collection of data that is displayed in a WML browser. A card can contain text, images, and additional WML elements that allow users to input data and navigate between cards.

When designing a WML deck, keep in mind that navigation between cards is somewhat different than navigation between pages on the Web. In WML, navigation between cards typically goes only between cards in the same deck, or back to the top level. Easy navigation is critical when viewing information on a wireless device, so make sure that your WML deck is usable in this constrained environment.

To add a card to a deck:

Drag the Card icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of the wml element.

To specify card attributes:

1. Select a card in the document window.
2. In the Card Inspector, enter a card title in the title text box.

WML browsers render card titles in a variety of ways (as bookmark names, tooltips, and so on). Limit titles to 15 characters or fewer to prevent truncation of the text.

3 Set the following optional attributes in the Card Inspector:

- newcontext to choose whether or not the browser context should be reinitialized when a user accesses the card. Choose true if you want the browser to clear variables binding and navigational history when a user accesses the card.
- ordered to specify how the card is organized. Choose true if the card will have fields that should be completed in a linear order. Choose false if the card will have fields that can be completed in any order.
- onenterforward, onenterbackward, and ontimer to include event bindings inside the card element. (See "Working with events in WML decks" on page 368.)

Using a template in a WML deck

A WML template contains events that apply to all the cards in a deck. (See "Working with events in WML decks" on page 368.) The template element must be the first element in a deck.

To add a template to a deck:

Drag the Template icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of the wml element. If necessary, drag the template element to the top position in the deck.

To specify template attributes:

1 Select a template element in the document window.

2 Set the following optional attributes in the Template Inspector:

- onenterforward, onenterbackward, and ontimer to include event bindings inside the template element. (See "Working with events in WML decks" on page 368.)

Adding text to WML elements

You add text by typing in the white space of an element. By default, text is enclosed in a p element; however the p element is not displayed when you are working in Layout view. You can also use the pre element to enter preformatted text.

To enter text:

Click the white area of an element, and enter text. Press Return to start a new paragraph.

To use the pre element:

Drag the Pre icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is in the desired paragraph.

Adding images to WML cards

You add images to a card using the WML img element. Images must be in WBMP format. You can convert an image to WBMP format by adding a Smart Object to an HTML document in GoLive. (See "About images and multimedia" on page 235.)

To add an image to a card:

Drag the Img icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is in the desired location in a paragraph, or place the img element in an anchor element to create a linked image.

To specify image attributes:

1 Select an img element in the document window.

2 In the Img Inspector, set the following attributes:

- alt to specify alternative text for the image. A WML browser displays alternative text when it does not support images or when the image file cannot be found.
- src to specify a URL for the image file.

3 Set the following optional attributes in the Img Inspector:

- localsrc to specify an image file that is local to (saved on) the wireless device. This image file takes precedence over the image file specified by the src attribute.
- vspace and hspace to specify the amount of white space that you want a WML browser to insert around the image in pixels or a percentage. Some browsers may ignore this attribute.
- align to specify how the image is aligned within a paragraph. Choose bottom to align the bottom of the image with the current line. Choose middle to center the image on the current line. Choose top to align the top of the image with the current line. Some browsers may ignore these attributes.
- height and width to specify the dimensions of the image in pixels or a percentage. Some browsers may ignore these attributes.
- xml:lang to specify the language of the element or its attributes.

Getting user input in WML decks

You can capture input from users with the following WML elements:

- The input element creates a text entry field.
- The fieldset element creates a grouping of text entry fields.
- The select element creates a list of options from which a user can choose.
- The option element adds a single option to a selection list.
- The optgroup element groups options together in a selection list.

To create a text entry field:

1 Drag the Input icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is in the desired location in a paragraph.

2 In the Input Inspector, specify the name of the variable to set with the user's input in the name text box. (See "Using variables in a WML deck" on page 370.)

3 Set the following optional attributes in the Input Inspector:

- type to choose whether a user will enter text or a password. If you choose password, the WML browser can obscure the text while a user enters it, such as displaying asterisks in place of characters.
- emptyok to choose whether or not the user is required to enter text in the input area. If you choose false, the user must enter text before continuing.
- size to specify the width in characters on the input area. Some browsers may ignore this attribute.

- maxlength to specify the maximum number of characters that a user can enter in the input area. To allow an unlimited number of characters, leave this attribute blank.
- tabindex to specify the position of the element in the tabbing order (the order in which elements are activated when a user presses the tab key). Enter 1 if you want the element to be first in the tabbing order. Some browsers may ignore this attribute.
- xml:lang to specify the language of the element or its attributes.
- value to specify the default value of the variable specified in the name attribute.
- format to specify the range of characters that a user can enter.
- title to specify a title for the element.
- accesskey to specify a key that a user can press to activate the input area. The availability of keys depends on the wireless device. For example, phones have 1 through 9 keys and a pound key. Some browsers may ignore this attribute.

To create a group of text entry fields:

1 Drag the Fieldset icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is in the desired location in a paragraph.

2 Set the following optional attributes in the Fieldset Inspector:

- title to specify a title for the element.
- xml:lang to specify the language of the element or its attributes.

3 Add input elements to the fieldset element.

To create a selection list:

1 Drag the Select icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is in the desired location in a paragraph.

2 Set the following optional attributes in the Select Inspector:

- name to specify the name of the variable to set with the result of the selection (as determined by the value attribute of the option element). (See "Using variables in a WML deck" on page 370.)
- multiple to specify whether or not the user can make multiple selections.
- tabindex to specify the position of the element in the tabbing order (the order in which elements are activated when a user presses the tab key). Enter 1 if you want the element to be first in the tabbing order. Some browsers may ignore this attribute.
- title to specify a title for the element.
- value to specify the default value of the variable named in the name attribute.
- iname to specify the name of the variable to set with the index result of the selection. The first option in the list has an index value of 1, the second option in the list has an index value of 2, and so on. If the user does not select an option, the variable is set to 0.
- xml:lang to specify the language of the element or its attributes.
- ivalue to specify a default index value to be used if the variable specified in the iname attribute is not set when the element is displayed.

To add options to a selection list:

1 Drag the Option icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of a select element.

2 Enter text for the option in the white area of the option element.

3 Set the following optional attributes in the Option Inspector:

- title to specify a title for the element.
- value to specify the value with which to populate the select element's name variable if a user selects the option.
- xml:lang to specify the language of the element or its attributes.

To create a group of options in a selection list:

1 Drag the Optgroup icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of a select element.

2 Set the following optional attributes in the Optgroup Inspector:

- title to specify a title for the element.
- xml:lang to specify the language of the element or its attributes.

3 Add option elements to the optgroup element.

Working with events in WML decks

When a user performs an action on a wireless device, the WML browser captures the user's input. In technical terms, the user's action is called an *event*. You can use events to execute tasks in your WML deck. (See "Using tasks in WML decks" on page 369.)

The following elements let you bind a task to an event:

- The onevent element specifies a task to be executed when an *intrinsic* event occurs. An intrinsic event is generated when a user interacts with an element in the WML deck. For example, a user entering a card via the go element is an intrinsic event.
- The do element specifies a task to be executed when an *extrinsic* event occurs. An extrinsic event is generated when a user presses a key on the device. For example, a user pressing a soft key is an extrinsic event.

You can add these event-binding elements to both cards and templates. When you add a do element or onevent element to a template, the events apply to all the cards in a deck. (See "Using a template in a WML deck" on page 365.)

To add an onevent element:

1 Drag the Onevent icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of a card element, template element, or option element.

2 Choose the type of event to which you want to bind the task from the type pop-up menu.

3 Add a task to the onevent element.

To add a do element:

1 Drag the Do icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of a card or template element.

2 Choose the type of event to which you want to bind the task from the type pop-up menu.

3 Set the following optional attributes in the Do Inspector:

- label to specify a text label for the element. A WML browser may display the text as a graphical button. Limit labels to six characters or fewer to prevent truncation of the text.
- name to specify a name for the event binding.
- optional to choose whether or not the browser can ignore the do element.
- xml:lang to specify the language of the element or its attributes.

4 Add a task to the do element.

Using tasks in WML decks

Tasks specify processing that is performed in response to an event, such as a user pressing a key, entering a card, or activating a hypertext link. You add tasks to a card using the following elements:

- The go element navigates to a URL.
- The prev element navigates to the previous URL or the last viewed page.
- The refresh element refreshes the content of a card.
- The noop element specifies that nothing should be done.

To add a go element:

1 Drag the Go icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of a do, onevent, or anchor element.

2 In the Inspector, enter the URL of the card to display in the href text box.

3 Set the following optional attributes in the Go Inspector:

- method to choose a method for submitting data to a server, either get or post. This attribute is only used when sending information for processing on a server.
- accept-charset to enter a list of character encoding (charset) names for data that the origin server accepts when processing input. Separate the character encoding names with spaces or commas. This attribute is only valid when the post method is selected.
- sendreferer to choose whether or not the browser sends the URL of the current deck along with the URL request. If you choose true, the server can control access to the destination card based on the current deck.

4 Add a setvar or postfield element to the task. (See "Using variables in a WML deck" on page 370.)

To add a prev, refresh, or noop element:

1 Drag the Prev icon, the Refresh icon, or the Noop icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of a do, onevent, or anchor element.

2 For prev and refresh elements, add a setvar element to the task. (See "Using variables in a WML deck" on page 370.)

Using variables in a WML deck

WML variables make it possible to process data from users and pass data between elements in a deck. You set variables using the setvar element. The postfield element is similar to a variable in that it specifies a field name and value for transmission to a server during a URL request. (See "Using tasks in WML decks" on page 369.)

To set a variable or postfield element:

1 Drag the Setvar icon or Postfield icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of a go, prev, or refresh element.

2 In the Inspector, specify a name and value for the variable or postfield element.

Adding hypertext links toWML cards

You can add HTML-style links to a card using the WML anchor element and <a> element. The anchor element allows you to bind text and images to a go, prev, or refresh task. The <a> element is a short form of the anchor element.

To add a hypertext link:

1 Drag the Anchor icon or the A icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is in the desired location in a paragraph.

2 Do one of the following:

- Enter text in the white area of the element. (See "Adding text to WML elements" on page 365.)
- Drag an image element into the white area of the element. (See "Adding images to WML cards" on page 365.)

3 If you added an <a> element, specify a URL for the link in the href text box.

4 Set the following optional attributes in the Inspector:

- title to specify a title for the element.
- accesskey to specify a key that a user can press to activate the link. The availability of keys depends on the wireless device. For example, phones have 1 through 9 keys and a pound key. Some browsers may ignore this attribute.
- xml:lang to specify the language of the element or its attributes.

5 If you added an anchor element, add a go, prev, or element task to it. (See "Using tasks in WML decks" on page 369.)

Adding timers

Each card can have one timer. The timer is initialized when a user enters the card and stops when the user exits the card. You can use a timer to trigger a task after a specified amount of time has passed.

To add a timer element:

1 Drag the Timer icon from the WML Elements set in the Objects palette into the document window. Release the mouse button when the pointer is over the colored area of a card.

2 If the card contains other elements, move the timer element to the top position in the card.

3 In the Inspector, enter the timer value (in tenths of seconds) in the Value text box.

4 Set the optional name attribute in the Inspector to specify a variable to use when initializing the timer.

Publishing WML pages

Publishing and making your site available to users requires a WAP (Wireless Application Protocol) gateway. See your wireless site service provider for more information. To transfer your site to the server, you can use the GoLive FTP file transferring features. GoLive makes it easy to publish your entire site at once, and to publish updated or new portions of your site incrementally. For information on publishing your Web site, see "About transferring files and publishing a site" on page 323.

Creating MMS content

Multimedia Messaging Service (MMS) technology lets you deliver interactive multimedia content to MMS compatible devices.

Creating and displaying MMS documents

You can create MMS documents for phones that support the MMS technology. Adobe GoLive CS provides a visual model to help with layout.

To create a new MMS document:

1 Choose File > New Special > MMS document.

2 To change the MMS device simulator that displays in the MMS document window, choose a device model from the Device menu in the Mobile tab of the MMS Compatible Mobile Device Inspector.

To change the default device model GoLive uses to preview MMS documents:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS).

2 Select MMS.

3 Choose a device model in the Default menu.

To edit the MMS device models or create new models:

1 Do one of the following:

- Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS). Select MMS. Click Configure.

- Open a MMS document window, and click Configure in the MMS Compatible Mobile Device Inspector.

2 Do one of the following, in the MMS Mobile Phone Configuration dialog box:

- To delete a listed device, select the device and click the Delete button , and click OK.
- To change the properties of an existing device, select the device you want to configure.
- To create a new device, click Create New Item , and then select the new Custom Mobile Phone item.

3 To modify the device model name, enter a name in the Phone text box.

4 To change the distance of the MMS display area relative to the left and top edges of the GoLive document window, enter a value in the Left and Top text boxes. The values represent pixels.

5 To change a device model's location in the menu list, select the device and click the up or down arrows.

6 To specify an image of a MMS device model to display behind the MMS display area in the GoLive document window, click Choose, select an image, and click Open.

7 To change the MMS device model's color profile, click Profile. Set options in the Save For Web dialog box, and click Save. (Save For Web is typically used to save optimized images; in this instance, it only saves the profile.)

8 Click OK.

Creating slideshows for MMS devices

You can create a slideshow of images, audio, and text for MMS devices.

To create and edit slideshows:

1 Open a MMS document.

2 Select the Message tab of the MMS Compatible Mobile Device Inspector.

3 To add a slide, click Create New Item .

4 To edit a slide, select the slide and do any of the following:

- To set the amount of time before the next slide displays, enter a number of seconds in the Duration text box.
- To add an image and/or audio to the slide, select Image and/or Audio. Reference a file in the text box adjacent to the option you selected.
- To add text to a slide, select Text, and reference a text file in the adjacent text box. The text in the text file displays in the text box below. To change the text in the referenced text file and that will display in the device, modify the text that appears in the bottom text box and click Replace. To add text directly, without referencing a file, simply enter your text in the window, and then click Replace. (You must save the MMS document before you can add text directly.)
- To change a slide's location relative to the other slides, click the up and down arrow buttons.
- To delete a slide, click the Delete button.

5 To define the slideshow's maximum size, choose one of the following from the Max. Data Size menu in the Slideshow tab of the MMS Compatible Mobile Device Inspector:

- A preset kilobyte value.
- None to set no maximum size for the slideshow.
- Custom to define a kilobyte value that isn't listed in the menu. Enter a number of kilobytes in the text box below the Max. Data Size menu.

6 Select one of the following:

- Use Mobile Phone Color Profile to apply the MMS device's color profile to the slideshow. (For more information on setting the device's color profile, see "Creating and displaying MMS documents" on page 371.)
- No Color Profile.

7 Click Create Slideshow. To add an entire folder of images, select the folder and click Add. To add individual images, select an image and click Add.

8 To use images, text, or sound from the Album tab of the inspector in a slide, select a slide in the Message tab of the inspector. In the Album tab, select the item you want to use and choose Add *Text/Image/Sound* To Slide or Replace *Text/Image/Sound* In Slide from the palette menu.

9 To add media to the Album tab of the inspector, choose Add Media To Album from the palette menu.

10 To add an MMS card to the album, choose Add MMS To Album from the palette menu. The current slideshow is converted to an MMS card and added to the Album. MMS cards are SMIL files, complete with links to images, text, and audio. To replace a slideshow with an MMS card, right-click (Windows) or Option-click (Mac OS) and choose Use MMS Card from the menu that appears.

11 To preview the MMS presentation as a QuickTime movie, choose Export MMS As Movie from the Inspector palette menu.

To optimize MMS presentations:

1 Open a MMS presentation.

2 Choose MMS Optimizer in the Inspector palette menu.

3 In the MMS Messages section of the MMS Optimizer dialog box, click the Create New Item button.

4 In the Open dialog box, add the items you want to optimize to the Select Item To Add text box and click Done.

5 To preview a MMS Message, select the file in the list of Messages and then click the Play button . To stop the playback, click the Stop button .

6 Select one or more devices in the MMS Device list for which you want to optimize the MMS messages, and click Add.

7 To change a mobile device's color profile, select the device and click Profile. Set options in the Save For Web dialog box, and click Save.

8 Click Optimize. In the Browse For Folder dialog box, select a location for the optimized messages, and click OK.

Previewing wireless pages in a phone emulator (Windows only)

You can preview your XHTMS mobile profile, cHTML/iHTML content, and WML content using emulators provided by mobile phone manufacturers. See the Nokia, SonyEriccson, DoCoMo, or Opera Web site for information on acquiring an emulator.

To set up preferences for previewing in a phone emulator:

1 Make sure that you have a mobile phone emulator installed on your hard disk.

2 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and select Browsers from the list on the left.

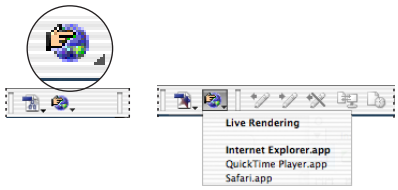
3 Click Add, navigate to the emulator, select it, and click Open.

4 If you want the phone emulator to be the default browser to preview your page, select it in the scrolling window. Any browsers selected in the list will open and preview your page when you click the Show in Browser button on the toolbar.

To preview your page in a phone emulator:

If you have set up the emulator to be the default, click the Show in Browser button on the toolbar.

If the emulator is not the default, choose it from the Show in Browser menu on the toolbar. Or, choose it from the File > Preview In submenu.



Show in Browser button and pop-up menu

After the emulator is open, you can use the Launcher window to choose any of the listed phones to emulate. In the Viewer window, use the arrow keys and the Enter button to navigate as you would on a phone. Generally, you can ignore the Menu button since GoLive automatically sets the path to your file when you use the Preview in Browser button on the toolbar.

Working with Source Code

Using the GoLive source code editors

When you work in the Layout Editor, GoLive codes all of the HTML for you. If you want to work directly with HTML or JavaScript source code, you can use several different source code editors:

- The Source Code Editor lets you edit your document's HTML source code directly.
- The source code pane and the Source Code palette let you work in the Layout Editor, the Frame Editor, or the Outline Editor and edit the document's source code without switching tabs in the document window.
- The Visual Tag Editor lets you insert HTML code or make changes to existing code while working in the Layout Editor.
- The Outline Editor presents the HTML code of your documents in a hierarchical, organized way.
- The JavaScript Editor lets you build scripts in the application, embed them in your document, and test them immediately by launching the targeted browser.

You can save parts of your document as snippets or as components that can be reused and dynamically updated in GoLive. (See "Using snippets" on page 313 and "Using components" on page 311.)

Setting Source preferences

You can set the following Source preferences to control how the Source Code and JavaScript Editors work, and how source code appears in the Source Code and JavaScript Editors:

- The general Source preferences turn on and off support for dragging marked text, and control how source code appears in the Source Code and JavaScript Editors. A preview pane in the Preferences dialog box shows you how the source code appears as a result of the options you select.
- Themes preferences let you select, customize, and rename source code themes, as well as set color, font face, and font size options for elements in different languages (for example, PHP, JavaScript, and HTML). Key sets enable you to control how HTML tags are displayed in the Source Code Editor. For example, you can create a key set that displays the table tag in a certain color, face, and size.
- Syntax preferences enable you to turn on context-sensitive code completion options in the Source Code and JavaScript Editors.

To set general Source preferences:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and then click the Source icon.

2 Set the following preferences to control how the Source Code and JavaScript Editors work:

- Enable Dragging for Marked Text turns dragging on or off.
- Auto Indent controls the automatic indenting of lower level elements.
- Tab Size sets the tab size of the auto indent and the number of characters added when you press the Tab key.
- Line Numbers displays line numbers at the left margin of the Source Code or JavaScript Editor.
- Word Wrap wraps the source code in the Source Code or JavaScript Editor.
- Default Theme enables you to select the default theme the Source Code or JavaScript Editor uses to display source code.

3 Click OK.

To set Themes preferences:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and then select Themes under Source Preferences.

2 Do any of the following:

- To specify a theme for the source code, choose a theme from the Theme menu.
- To customize a theme, choose it from the Theme pop-up menu and select options from the Text Color, Background, Script, Font, and Size menus.
- To rename a theme, choose it from the Theme menu and click Rename; then enter a new name and click OK.

To customize the appearance of a specific language in the Source Code Editor:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and then click Themes under Source preferences.

2 Choose a language from the Syntax menu.

3 Select an option from the list beneath the Syntax menu to specify what you want to customize.

4 Specify a color, face, and font size.

5 Repeat steps 2 through 4 for each language and option you want to customize; then click OK.

To set key sets for HTML elements:

1 Choose Edit > Web Settings.

2 In the Markup tab, choose an HTML element (for example, Table).

3 Click the Output tab of the Web Settings Element Inspector.

4 Choose a key set from the Group menu, and then close the Web Settings window.

5 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and then select Themes under Source Preferences.

6 Choose HTML Syntax from the Syntax menu.

7 Select the key set (from step 4) in the list beneath the Syntax menu.

8 Specify color, face, and size for the key set. GoLive displays the HTML element represented by the key set with these attributes in the Source Code Editor.

To set Code Completion preferences:

1 Choose Edit > Preferences (Windows) or GoLive > Preferences (Mac OS), and then select Syntax under Source Preferences.

2 Select Enable Code Completion to turn code completion on.

3 Select Enable Immediate Completion to automatically insert End tags in the code.

4 Select Balance While Typing to automatically jump to the next open bracket when you type a close bracket.

5 Drag the Delay slider to specify a delay speed, and then click OK.

Editing HTML code in the Source Code Editor

In the Source Code Editor, you can view your document's source code, check the syntax, fine-tune your code, or even build documents from scratch. If you are a seasoned HTML programmer with a good working knowledge of HTML and have been using other text-oriented HTML editors, you'll find the Source Code Editor very useful for tweaking and fine-tuning the underlying source code. Working in the Source Code Editor is like working in any HTML text editor. You can create a new document or open existing GoLive, HTML, or text documents. You can type or paste text from another document or application, and make and save changes.

GoLive uses different colors to visually separate elements, attributes, and document content in the Source Code Editor, and to make it easier for you to keep track of the source code.

Opening the Source Code Editor

You can open and use the Source Code Editor within the Source tab of the document window, or within the source code pane of the Layout Editor, the Frame Editor, or the Outline Editor.

The *source code* pane in the document window contains a view of the Source Code Editor. The source code pane lets you work in the Layout Editor, the Frame Editor, or the Outline Editor, and see the underlying source code at the same time. Changes you make in the editors are reflected in the source code pane, and vice versa, after you click the editor pane again. For example, you can do most of your layout work in the Layout Editor, and then fine-tune the source code or enter new code that must be entered manually in the source code pane.

To open the Source Code Editor:

1 Do one of the following:

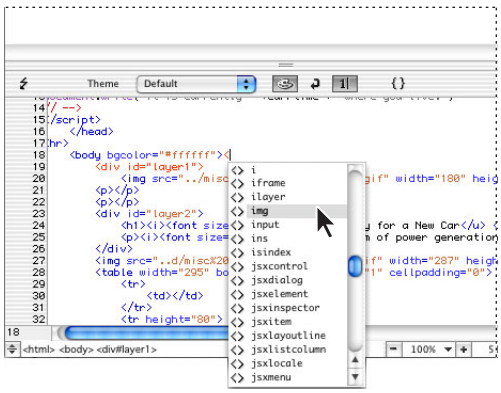
- Click the Source tab of the document window. The Source Code toolbar appears below the Source tab. (If you don't see the Source Code toolbar, choose View > Toolbar from the context menu.)
- Click the Toggle Split View button in the document bar at the bottom of the Layout Editor, the Frame Editor, or the Outline Editor. To close the source code pane, click the

Toggle Split View button again. You can also open and close the source code pane by choosing View > Show Split Source.

To quickly change the location and orientation of the source code pane, Alt-click (Windows) or Option-click (Mac OS) the Toggle Split View button. The source code pane moves to the right side of the document window and changes from a horizontal to a vertical orientation. To move the source code pane to the top of the document window (and subsequently to the left, and then back to the bottom), repeat this step.

Dragging icons and other items to the Source Code Editor

When working in the Source Code Editor, you can drag an HTML element icon from the Objects palette into your source code and use it as a starting point for coding the element. After inserting an element, you can edit its attributes and attribute values while the Source Code Editor monitors your input and highlights typing errors or incomplete syntax.



Inserting a line element by dragging the Line icon to the Source Code Editor

You can also drag documents and URLs from the site window to the Source Code Editor to create a link.

Formatting text

When working in the Source Code Editor, you can apply basic text formatting commands from the Type menu to selected text in the body of your document. (See "Formatting text characters" on page 192.)

To format text:

In the Source Code Editor, do one of the following:

- Select a paragraph, and then choose a command from one of the submenus under the Type menu.
- Double-click the text to highlight a single word, or click and drag to highlight more text. Choose the desired formatting command from one of the submenus under the Type menu.

After you click in the Layout Editor, the formatting changes become visible in the document.

Using smart selection

GoLive's smart selection feature lets you quickly select the contents of an HTML element, attribute, value, or CSS property in the Source Code Editor by clicking a delimiter.

To use smart selection:

Open the Source Code Editor and do one of the following:

- To select an element and its contents, double- click the angle bracket preceding the element.
- To select only the contents of an element, double-click the angle bracket following the element.
- To select an attribute and its value, double-click the equal sign following the attribute.
- To select only the value of an attribute, double-click the quotation marks preceding the value.
- To select a CSS property and its value, double click the colon preceding the value.

Modifying the appearance of syntax items in the Source CodeEditor

As you enter and edit code in the Source Code Editor, GoLive continuously monitors your code and compares it with the content and rules specified in Web Settings. When GoLive recognizes an element, it shows the start and end tags and attributes in color in the Source Code Editor to indicate that the syntax is complete.

You can use the Source Code Editor toolbar to choose different themes that affect the appearance of your source code, and to choose whether you want GoLive to display line numbers or wrap your source code at the margins of the Source Code Editor. For information on changing the colors of items, see "Setting Source preferences" on page 375.

To modify the appearance of code in the Source Code Editor:

Do one of the following:

- Choose a theme for the current document from the Theme menu in the Source Code toolbar.
- Click the Colorize Nothing button in the Source Code toolbar to turn off the colors of all items.

To turn word wrapping on and off:

Click the Word Wrap button in the Source Code toolbar.

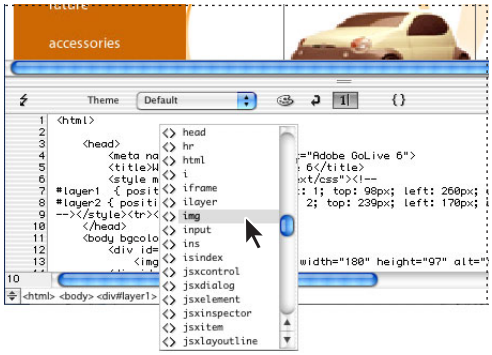
To show line numbers:

Click the Line Numbers button in the Source Code toolbar.

Note: *You can also set options for word wrapping and line numbers in the View palette when you are working in the Source Code Editor.*

Automatically completing code

GoLive's code completion feature enables you to write code without looking up hard-to-remember elements, attributes, or functions. You can use code completion while writing HTML code, as well as other languages such as JavaScript and PHP. Code completion is context-sensitive. For example, if you're coding in JavaScript, GoLive displays only JavaScript options in the code completion menu.



Automatically completing code in the Source Code Editor

To use code completion:

1 Begin typing code in the Source Code or JavaScript Editor.

2 Scroll through the pop-up menu that appears, and then press Enter (Windows) or Return (Mac OS) to select the desired element, attribute, or function.

Navigating through code

The Function menu { } in the Source Code Editor, JavaScript Editor, and CSS Editor toolbars enables you to navigate through code by function. If you're using the JavaScript Editor, navigate using functions of languages such as JavaScript, VBScript, ASP, Perl, and Java. If you're using HTML, the Function menu lets you navigate through HTML code using tags that contain the name attribute. If you're using CSS, you can navigate through the code using CSS definitions in the CSS Editor.

Functions are listed in the Function menu in the order they appear in the code. You can insert markers to tag specific locations in the code.

To navigate through code:

Choose a function from the Function menu. GoLive inserts the cursor in the line of code that contains the function.

To list functions in alphabetical order:

Control-click (Windows) or Alt-click (Mac OS) the Function menu.

To insert markers:

1 Insert the cursor in the line of code you want to mark.

2 Choose New Marker from the Function menu.

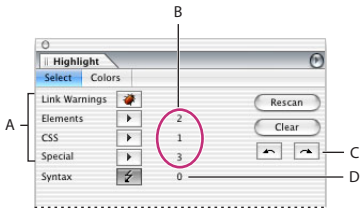
3 Type a name for the marker in the Add Marker dialog box and click OK.

Using the Highlight palette

The Highlight palette lets you highlight particular items, warnings, and errors while you are working in the Layout Editor, Source Code Editor, or Outline Editor. For example, you can highlight all elements that contain a URL, all text that has a particular CSS definition, or all syntax and link errors. After highlighting the items, you can use the Highlight palette to select each highlighted item one at a time. You can save different highlighting settings (such as all elements that contain a URL) as a Highlight set, and use any set later with any document.

You can also use the Colors tab in the Highlight palette to set the highlighting properties (such as colors and borders) of classes of items, such as making all link warnings blue.

Use the Highlight palette to highlight all elements that have JavaScript actions attached.



Using the Highlight palette
A. Select the elements and items in your document you want to highlight. **B.** Number of items highlighted **C.** Click these buttons to select the previous and next highlighted item. **D.** Number of syntax errors and warnings

Highlighting elements and other items

You can use the Highlight palette to highlight a single item or any combination of elements and items. You can also highlight link warnings and use the Syntax Checker to check for syntax errors while also highlighting other items. (See "Checking syntax" on page 386.)

To highlight elements and other items:

1 In the Layout Editor, Source Code Editor, or Outline Editor, choose Window > Highlight to open the Highlight palette.

2 Do any of the following:

- To highlight all broken links and invalid file references, click Link Warnings. (You can also show link warnings by clicking the Link Warnings button on the toolbar.)
- To highlight one or more particular elements, choose the element(s) from the Elements menu.
- To highlight text that has a particular CSS definition, choose the definition from the CSS menu.
- To highlight all elements that have JavaScript actions attached, choose JavaScript Actions from the Special menu.
- To highlight all items that have a URL, choose Items with URLs from the Special menu.
- To highlight all text items, choose Text Items from the Special menu.
- To highlight all comments, choose Comment Items from the Special menu.

- To highlight all generic items (see "Adding a generic element or item" on page 399), choose Special Items from the Special menu.

To select the previous or next highlighted item:

To select the previous or next highlighted item, click the Previous button or the Next button in the Highlight palette.

To clear all highlighting and settings in the Highlight palette:

Click Clear in the Highlight palette. GoLive clears all highlighting in the document and all settings in the Highlight palette.

To rescan after adding new items to the document:

Click Rescan in the Highlight palette.

To show and hide all highlighting:

Choose Show All Highlighting from the Highlight palette menu. A checkmark indicates the highlighting is shown.

To show and hide highlighting of element content:

Choose Highlight Content Too from the Highlight palette menu. A checkmark indicates content is also highlighted.

To show highlighting in preview:

Choose Show Highlighting in Preview from the Highlight palette menu. A checkmark indicates the highlighting is shown.

Saving and loading highlighting settings

You can save the settings in the Highlight palette as a Highlight set and then use the set later with any document. For example, you can save and reuse a Highlight set that contains the settings to highlight all img elements, and another Highlight set that highlights all elements that have JavaScript actions attached.

To save the current highlighting settings:

1. Choose Save Highlighting Set from the Highlight palette menu.
2. Enter a name for the highlighting set, and then click OK.

To load a set of highlighting settings:

1. Choose Load Highlighting Set from the Highlight palette menu.
2. Select the highlighting set, and then click Open.

Setting highlight colors and style

You can also use the Colors tab in the Highlight palette to set the highlighting colors and color opacity that GoLive applies to categories of items, such as making all link warnings blue. You can also set the style of highlighting for each category: colored border or shaded background. For example, you can use a green border around all text items, and a yellow background for all comment items.

To set highlight colors and appearance of items:

1. Click the Colors tab in the Highlight palette.

2 Do any of the following:

- To set the color of a category of items (such as all Link Warnings), click the color field next to the category and select a color in the Color palette, or click the lower right corner of the color field and choose a color from the swatches that appear.
- To set the color opacity that is applied to a category, drag the color slider next to the category.
- To set the style of highlighting for each category, click the button to the right of the category to toggle between colored borders or colored background shading.

***Note**: The settings for Editable Regions in the Highlight palette apply to editable regions in page templates. (See "Using page templates" on page 305.) The settings for Locked Regions apply to locked regions in a document based on a page template.*

Setting the doctype of a document

A document's *doctype*, which is specified in the !DOCTYPE declaration at the beginning of the document, tells HTML validators and browsers which Document Type Definition (DTD) to use when handling the document. The DTD specifies the elements that are allowed in the document and the attributes for each element. For example, the HTML 4.0 Strict DTD doesn't allow frames in documents, and the XHTML Basic DTD doesn't allow font elements.

By setting a document's doctype, you are declaring that the document complies with a particular DTD, which some devices now require. Some cell phones, for example, require documents to comply with the XHTML Basic DTD. If you are designing a document for display on cell phones, be sure to set the doctype of the document to XHTML Basic. Most current versions of browsers can display documents that are not compliant with the document's declared DTD. But, by setting the doctype and making sure the document is compliant, you are preparing the document for future versions of browsers that will require compliance. If a document doesn't have a doctype, which is the case for most older documents, browsers can still display the document.

If you set a document's doctype and then use the Syntax Checker, GoLive checks the document's structure and syntax, and then highlights any elements that are not compliant with the DTD declared in the doctype. (See "Checking syntax" on page 386.)

Changing the doctype of a document

If you choose File > New Special to create an HTML document, an XHTML document, an MMS, a RealOne Player Document, or a SMIL document, GoLive automatically sets the doctype for you and selects a default DTD. (See "Creating special documents" on page 51.) If you choose File > New Page, GoLive automatically sets the doctype to HTML 4.01 Transitional.

You can set or change the doctype after the document has been created, within certain restrictions. For example, you can change the doctype of an HTML document, or you can convert a document from HTML to XHTML and then choose an XHTML doctype. For best results, start by creating the type of special document you want to ultimately deploy.

After you choose a doctype from the Doctype menu, GoLive sets the document's doctype by inserting or changing the !DOCTYPE declaration at the beginning of the document's source code. The doctype you set is also selected as the default DTD in the Syntax Checker. (See "Checking syntax" on page 386.)

To set or change the doctype of a document:

1 In the Layout Editor, display the document window menu.

2 Choose Doctype, and then choose a doctype from the menu. The menu is context-sensitive—that is, if you are editing an HTML document, the valid HTML DTDs are available. For an XHTML document, the XHTML DTDs are available, and for any other doctype, the associated DTDs in the Markup tab of Web Settings are available. (See "Using the Markup tab" on page 451.)

Note: *If you associate imported DTDs with text or XML files in the Markup tab of Web Settings, those DTDs are also available on the Doctype menu. (See "Importing a Document Type Definition (DTD) file" on page 455.)*

To set or change the doctype of multiple files in a site:

1 Open a site and select files in the Files tab of the Site window (Shift-click to select contiguous files, Ctrl-click to select non-contiguous files).

2 Choose Edit > Site Aware Commands > Change Doctype.

3 In the Change Doctype dialog box, choose a doctype from the New Doctype menu, and click OK.

To convert the doctype of a document from HTML to XHTML:

1 Do one of the following:

- To convert a single document, choose Markup from the document window menu in the Layout Editor, and then choose Convert to XHTML. The Convert to XHTML dialog box opens.
- To convert multiple documents, open a site, select files you want to convert (Shift-click to select contiguous files, Ctrl-click to select non-contiguous files), and then choose Edit > Site Aware Commands > Convert to XHTML. The Convert to XHTML dialog box opens.

2 To make your converted XHTML document compatible with more browsers, select the following options to set how GoLive converts the document from HTML to XHTML:

- Wrap <style> Content Into CDATA wraps all of the text inside style sheets to prevent GoLive from mistakenly interpreting the special characters in the style element.
- Wrap <script> Content Into CDATA wraps all of the text inside scripts to prevent GoLive from mistakenly interpreting the special characters in the script element.
- Put a Space Character In Front of "/>" converts empty tags such as <empty> to <empty /> instead of <empty/> (no blank space before the slash). This option helps make your document compatible with some browsers that can't handle end tags that have the correct syntax according to standards published by the W3C.
- Remove <meta> Encoding Element removes the meta encoding element from the head section because the starting XML element contains encoding information.
- Remove Encoding Information If It Is UTF-8 removes the encoding information if it is UTF-8, which is the default encoding for XML.
- Remove <?xml?> declaration if encoding is UTF-8 or UTF-16 removes the <?xml?> declaration if the page's encoding is set to UTF-8 or UTF-16. <?xml?> declarations are not required if the document's encoding is set to UTF-8 or UTF-16.

3 Use the following options to set how you want GoLive to handle the conversion of the name attribute used in the following elements: a, form, img, and map. The conversion of the name attribute can cause compatibility problems in some browsers. HTML requires the name attribute for functionality, but the XHTML Strict DTD doesn't allow the name attribute in those elements.

- Do Not Touch does not change the name attribute or its value. For example, <form name="formName"> remains <form name="formName"> after conversion.
- Copy To Attribute "ID" copies the name attribute and its value to an ID attribute. For example, <form name="formName"> becomes <form name="formName" ID="formName"> after conversion.
- Convert To Attribute "ID" converts the name attribute to an ID attribute. For example, <form name="formName"> becomes <form ID="formName"> after conversion.

***Note**: If you select the Do Not Touch option or the Copy To Attribute "ID" option and your document has an XHTML Strict doctype, the Syntax Checker reports an error on the name attribute, but the document works correctly in a browser. If you select the Convert To Attribute "ID" option, and your document has an XHTML Strict doctype, the Syntax Checker doesn't report an error, but the document might not work correctly in a browser.*

4 Click OK.

To convert the doctype of a document from XHTML to HTML:

Do one of the following:

- To convert a single document, choose Markup from the document window menu in the Layout Editor, and then choose Convert to HTML.
- To convert multiple documents, open a site and select the files you want to convert (Shift-click to select contiguous files, Ctrl-click to select non-contiguous files), and then choose Edit > Site Aware Commands > Convert to HTML.

Configuring the Objects palette for a doctype

After you set a document's doctype, GoLive automatically disables buttons on the toolbar and menu commands so that you can't add elements that are not compliant with the DTD for the current doctype. For example, because font elements are not compliant with the XHTML Basic DTD, GoLive automatically disables the Bold, Italic, and Color buttons in the toolbar and the Font menu commands.

The one exception where GoLive does not automatically disable tools are the icons in the Objects palette. You must manually configure the Objects palette if you want to hide the icons for elements that are not allowed in the current doctype.

***Note**: You can't configure the Objects palette for an imported DTD.*

To configure the Objects palette for a doctype:

1. In the Objects palette, choose Configure from the palette menu.
2. Do one of the following:

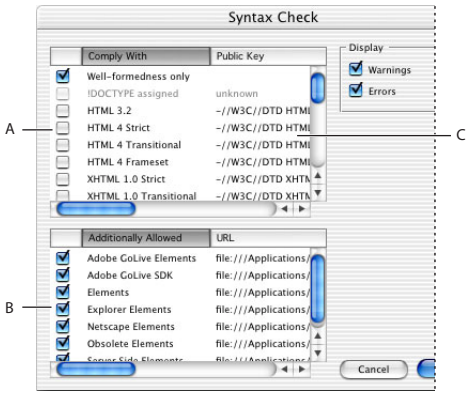
- Choose GoLive to show all icons in the Objects palette.
- Choose the current doctype to hide the icons for elements not allowed in the current doctype.

Checking syntax

The Syntax Checker included with GoLive lets you make sure that your documents contain valid and error-free source code. You can have the Syntax Checker parse your source code to verify if your documents meet standards of well-formedness, or to verify if your documents are compliant with a particular DTD. (See "Setting the doctype of a document" on page 383.) Each DTD has different requirements regarding code syntax and the use of elements. You can have the Syntax Checker use the DTD assigned to the document, or another DTD you want to check against, when checking syntax and searching for illegal code elements.

After parsing the source code, the Syntax Checker highlights faulty code elements in the editors, and lists the errors and warnings in the Check Syntax Result window. You can also see the errors next to each element in the Outline Editor where the error is located in your document. (See "Editing source code in the Outline Editor" on page 394.)

You can check individual pages, or an entire site.



Using the Syntax Checker
A. Compatibility list—select well-formedness, or select the DTDs you want to check compatibility with. **B.** Additional elements to allow—select any additional code elements you want to allow in your documents. **C.** Location of DTD

Using the Syntax Checker

You can use the Syntax Checker across an entire site, or in any of the editors.

To check syntax:

1 Do one of the following:

- To check the syntax for all files in a site, open the site.
- To check syntax for a single page, select it in the Files tab of the Site window, or open the page in any editor.

2 Choose Edit > Check Syntax, or, if you've opened a page, click the Syntax button in the Highlight palette or in the toolbar of the Source Editor.

3 Select the DTDs in the compatibility list (upper list box) in the Syntax Checker:

- Well-formedness Only to check your document for compatibility with well-formedness standards, but not for compatibility with a DTD or browser set. For example, the Syntax Checker generates error messages for required closing endtags that are missing, attribute values that are required to be enclosed in brackets, or when an attribute is defined more than once. When checking for well-formedness only, the Syntax Checker doesn't generate error messages for closing end tags that are not required, or for attribute values that are not required to be enclosed in brackets.

- !DOCTYPE assigned to check compliance with the DTD for the doctype declared for the document. To use this option, you must have already specified a doctype for the document. (See "Setting the doctype of a document" on page 383.) The Syntax Checker uses the !DOCTYPE declaration to locate the DTD, which can be on your computer, on a local network, or on the Internet.

***Note**: If the DTD specified for your document is on the Internet, GoLive checks whether the DTD is already cached. If it is, GoLive uses the cached DTD. If it isn't cached, GoLive displays an alert asking you for permission to access the Internet. If you agree, GoLive downloads the DTD. If you refuse permission, GoLive checks your document for well-formedness, but does not check for compliance with the DTD. The cache is cleared when you quit GoLive.*

- A particular DTD (such as HTML 4 Strict) to check compliance with that DTD.

4 If your document contains any custom elements or attributes you added to the Markup tab in Web Settings but are not defined in a DTD, select User Elements in the lower list box in the Syntax Checker.

5 If you want to allow any additional elements in your document, select the sets of elements in the lower list box in the Syntax Checker.

6 To control what to check for and how the Syntax Checker works, select the following options:

- Warnings checks for syntax warnings. For example, GoLive displays a warning if the value of an attribute is invalid, such as <body bgcolor="redd">. Warnings are much less common than errors.
- Errors checks for syntax errors. The Syntax Checker displays an error if it can identify incorrect HTML syntax, or if your document is not compliant with the specified DTD. For example, the Syntax Checker displays an error if your document contains a start tag without a corresponding end tag. For most problems, the Syntax Checker displays errors.

7 Click OK.

GoLive displays errors and warnings in the Check Syntax Result window, as well as highlighting the errors and warnings in the Source and Outline editors. The Highlight palette also opens and displays the total number of errors and warnings.

8 Do one of the following:

- Click Close to close the Check Syntax Result window.
- Click Create Collection to create a collection of the syntax results in the currently open site. For more information about collections, see "Using collections" on page 319.

To locate and examine errors in your document:

1 Do one of the following:

- View the errors in the Check Syntax Result window.
- Open the Outline Editor. Each error appears next to the element where the error is located in your document. (See "Editing source code in the Outline Editor" on page 394.)

2 Correct each error, and then check your source code again by choosing Edit > Check Syntax.

Rewriting source code automatically

You can use GoLive to automatically rewrite source code that you manually entered yourself. GoLive rewrites the code with indents and line breaks, changes the case of tags and attributes, and sets quotes for attribute values as specified in the Rewrite Source Code dialog box.

To rewrite source code automatically:

1 Open a page in any of the editors, or select multiple pages in the Files tab of the Site window (Shift-click to select contiguous files or Ctrl-click to select non-contiguous files).

2 Choose Edit > Document Content > Rewrite Source Code.

3 Specify options as desired.

4 Do one of the following:

- Click Web Settings Default to rewrite source code as specified in Web Settings.
- Click No Change to revert any unwanted changes you've made.

5 Click OK.

Using the Source Code palette

Just like the source code pane, the Source Code palette lets you work in the Layout Editor, Frame Editor, or Outline Editor and see the underlying source code at same time. But the Source Code palette also provides two advantages for working with source code. The first advantage is that if your computer uses dual monitors, you can view a document in the Layout Editor on one monitor, while also viewing the underlying source code in the Source Code palette on the second monitor. Changes you make in the Layout Editor are reflected in the Source Code palette, and vice versa after you click in the Layout Editor again.

The other advantage is that you can set the Source Code palette to Local Mode and display the code only for the element(s) currently selected in the Layout Editor, Frame Editor, or Outline Editor. Normally, the Source Code palette displays code for the entire document. The Local Mode option lets you limit the amount of code displayed for easier editing.

To use the Source Code palette:

1 In the Layout Editor, Frame Editor, or Outline Editor, choose Window > Source Code.

2 Choose any of the following from the Source Code palette menu:

- Local Mode displays the code for the currently selected element only in the Layout Editor, Frame Editor, or Outline Editor.
- Word Wrap wraps the contents to the margin of the Source Code palette. If you resize the palette with this option enabled, the contents wrap to the palette's new size.
- Display Line Numbers shows code line numbers.
- Dim When Inactive dims the contents of the Source Code palette when you're working in the Layout Editor, Frame Editor, or Outline Editor. The dimming turns off when you click in the Source Code palette.

Using the markup tree bar

The markup tree bar at the bottom of the document window provides a navigational tool that makes selecting HTML elements quick and precise, even in complex documents. The markup tree bar represents the current selection in the Layout Editor, Frame Editor, source code pane, or Outline Editor as a path or series of element tags from the root to the currently selected element. For example, with a table cell selected, the markup tree bar displays a path of tags starting with the HTML element, and then the body, table, table row, and table cell elements. When you select an element's tag in the markup tree bar, the complete element and its contents (including start and end tags) is selected in the document window and in the Source Code palette.

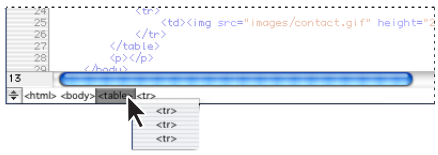
You can use the markup tree bar to select an element within the currently selected element—that is, at the next level lower in the HTML hierarchy. For example, you can select a table row within the currently selected table. Or, you can use markup tree bar to select an element that is outside the currently selected element—that is, at a level higher or closer to the root. For example, if a table cell is currently selected, you can select the table row or the table where the cell is located.

To select an element within an element (lower in the hierarchy):

1 Display the document in the Layout Editor, Frame Editor, source code pane, or Outline Editor.

2 Do one of the following:

- Move the mouse pointer over a tag, such as <table>, on the markup tree bar and display the context menu. (See "Using context menus" on page 31.) Then choose a tag from the Select Item submenu. The submenu lists all of the elements that are allowed within the currently selected element. For example, a table row (tr) element is allowed within a table element. If the selected element is at the lowest level, such as a table cell, the Select Item submenu is not listed on the context menu.
- Hold down the mouse button (or drag slowly) on a tag on the markup tree bar and then choose an element from the pop-up menu.



Using the markup tree bar to select an element within another element

To select an element outside an element (higher in the hierarchy):

Click any tag currently displayed in the markup tree bar. For example, you can select a table element directly (and all elements within the table such as its rows and cells) by clicking the table tag in the markup tree bar.

***Note**: The Visual Tag Editor also contains a markup tree bar that works the same way as the markup tree bar in the document window. (See "Using the Visual Tag Editor" on page 391.)*

Selecting the upper block of an HTML hierarchy

You can use the Select Upper Block command to quickly select the HTML element in the next higher level in the hierarchy that encloses the currently selected element. For example, with a table cell selected, the Select Upper Block command selects the table row. You can use the Select Upper Block command in the Layout Editor, Source Code Editor, or Outline Editor.

To select the upper block:

With text or an element selected in the Layout Editor, Source Code Editor, or Outline Editor, choose Special > Select Upper Block. GoLive selects the element in the next higher level in the hierarchy.

Comparing source code in files

The Find Differences dialog box lets you compare the source code of two files in a site. GoLive displays differences and lets you set options to control the display.

To compare two files:

1 Open a site.

2 Choose Site > Find Differences.

3 In the Find Differences dialog box, drag the pick whip to the two files you want to compare, or browse for and select the two files you want to compare.

4 Click OK.

GoLive displays the source code of each file in the Find Differences window, and highlights the differences.

5 Click Previous Difference or Next Difference to navigate through different code strings.

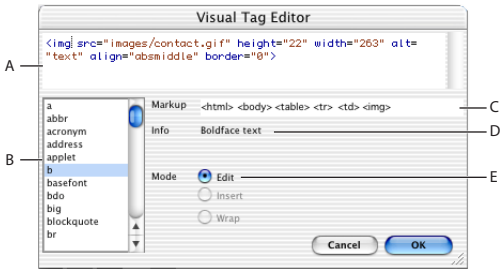
6 Customize the view by selecting any of the following Compare Options:

- Skip Empty Lines to skip empty lines in the code.
- Show Different Colors to use a different color for each code display.
- Hide Identical Lines to hide lines of code that are identical.
- Synchronize Scrolling to scroll both code displays simultaneously.

Using the Visual Tag Editor

The Visual Tag Editor lets you inspect and edit the source code of a single HTML element in the Layout Editor without having to use the Source Code Editor or Source Code palette. The Visual Tag Editor also lets you insert new source code.

The Visual Tag Editor is a good tool for making quick, on-the-fly changes to the source code of a document without leaving the Layout Editor. If you need to perform more extensive editing of the code, use the Source Code Editor or Source Code palette instead.



Using the Visual Tag Editor
A. Inspect and edit the source code associated with the current selection. **B**. Context-sensitive list of valid tags, attributes, and values **C**. The markup tree bar lets you select other elements for editing.

D. Information on the element or attribute being edited **E**. Current mode

Inserting new source code

By using the Visual Tag Editor, you can easily insert new source code while working in the Layout Editor.

To insert new source code:

1 In the Layout Editor, place the cursor where you want to insert source code. Be careful to avoid selecting existing text or elements, which would open the Visual Tag Editor in Edit mode.

2 Choose Special > Visual Tag Editor.

3 To insert an element with the Visual Tag Editor, do one of the following:

- Type the element's tag in the upper pane displaying the empty tag.
- Double-click the tag in the list box.

4 To insert an attribute, do the following:

- Type a blank space after the tag. Whenever you type a space after a tag, GoLive displays the relevant attributes for that tag in the list box.
- Insert an attribute by typing the attribute in the upper pane or double-clicking it in the list box.
- Type a value for the attribute.

***Note**: GoLive obtains the tags, attributes, and values for the list box in the Visual Tag Editor from the DTD set by the current doctype. (See "Setting the doctype of a document" on page 383.) If the document doesn't have a doctype, GoLive uses the Markup tab in Web Settings. (See "Using the Markup tab" on page 451.)*

5 When you have finished entering the source code, click OK.

Editing existing objects or elements

You can use the Visual Tag Editor to quickly edit existing objects, elements, or attributes.

To edit an object or element:

1 In the Layout Editor, do one of the following to open the Visual Tag Editor in Edit mode:

- Select the object you want to edit by clicking it.
- Select the element you want to edit by using the markup tree bar at the bottom of the document window. (See "Using the markup tree bar" on page 390.)
- Select more than one paragraph, objects, or elements by dragging in the Layout Editor.

2 Choose Special > Visual Tag Editor.

3 Edit the element by doing any of the following:

- Edit an existing attribute by clicking the attribute in the upper pane and typing directly in the upper pane. You can replace the existing attribute by double-clicking another attribute in the list box.
- Add a new attribute by placing the cursor before or after an existing attribute in the upper pane, and typing a blank space. Then type the new attribute, or double-click an attribute in the list box.
- If an attribute has predefined values, you can select a value by placing the cursor in the attribute's value in the upper pane, and double-clicking the value in the list box.

To select a different element without closing the Visual Tag Editor, use the markup tree bar in the Visual Tag Editor. The markup tree bar works the same way in the Visual Tag Editor as it does in the document window. (See "Using the markup tree bar" on page 390.)

4 When you have finished editing the source code, click OK.

Wrapping a new tag around a current selection

You can also use the Visual Tag Editor to quickly wrap a new tag around selected text and objects within a single paragraph. For example, if you select a range of text within a paragraph and select a tag in the Visual Tag Editor, GoLive inserts a start tag at the beginning of the selection, and a end tag at the end. You can also select text and an object (such as a plug-in) within a paragraph, and wrap the selection with the <noembed> and </noembed> tags.

To wrap a new tag around a selection:

1 In the Layout Editor, select a range of text, or text plus an object within a single paragraph.

2 Choose Special > Visual Tag Editor.

3 Do one of the following:

- Type a single start tag (such as) in the upper pane of the Visual Tag Editor.
- Double-click a tag in the list box.

4 Click OK.

GoLive inserts the start tag at the beginning of the current selection, and a corresponding end tag at the end.

Editing source code in the Outline Editor

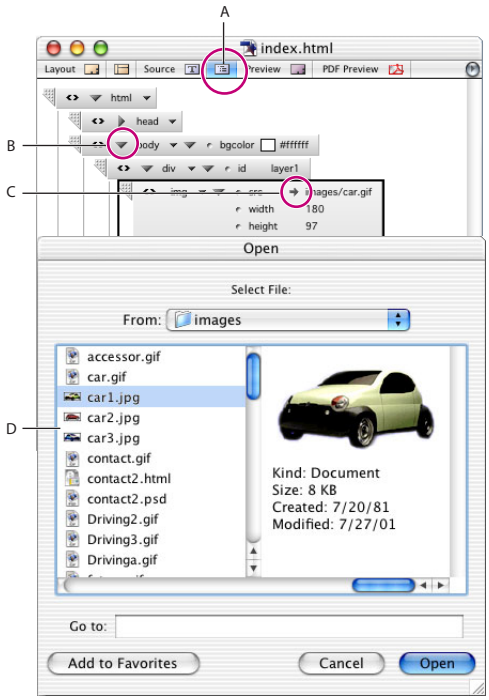
The Outline Editor displays HTML elements in a hierarchical, structured view. Using the Outline Editor, you can generate clean, valid source code without typing code. You select elements and attributes from a context-sensitive menu, drag items from the site window or the Objects palette to the Outline Editor, and use the pick whip to link documents and graphics. You can build documents from scratch, fine-tune your code, and drag elements in the Outline Editor to quickly move elements and their contents in your document.

After checking the syntax of your document and finding errors, you can see an error description next to each element in the Outline Editor where an error is located in your document. (See "Checking syntax" on page 386.) You can also highlight all broken links and invalid file references (in red, by default) by using the Link Warnings button on the toolbar while you are working in the Outline Editor.

Note: *To use the Outline Editor, the Outline Mode module must be enabled in the Modules preferences. (See "Setting preferences for program modules" on page 44.)*

To open the Outline Editor:

Click the Outline Editor tab in the document window.



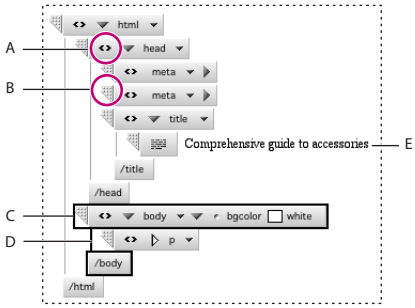
The Outline Editor
A. Outline Editor tab **B.** Triangle control (Mac OS) or +/- sign (Windows) expands or collapses element. **C.** Path pointer lets you open the referenced file. **D.** The Open dialog box appears when you click the path pointer.

You can drag frequently used HTML-based elements from the Objects palette to the Outline Editor, just as you would in the Layout Editor. After adding an element, you can edit its attributes.

Navigating in the Outline Editor

The outline that appears when you create or view a document in the Outline Editor contains all of the essential elements of an HTML document. You can use this structure as a template and fill it with your own content.

- An element is represented as a box symbol that is labeled with the element's tag.
- Indents indicate an item's position within the HTML hierarchy. The head and body elements are indented to show that they are contained within the HTML element. The head element in turn contains a title element.
- Start and end tags are connected by vertical lines to show that they are complementary items.



Working in the Outline Editor
A. Triangle control (Mac OS) or =/- sign (Windows) on html element expands and collapses entire outline. **B.** Use this handle to drag an element to another location in the outline. **C.** Currently selected element **D.** Start and end tag connectors **E.** Contents of the title element

To navigate in the Outline Editor:

Do one of the following:

- To collapse or expand the entire outline in the Outline Editor, click the triangle (Mac OS) or +/- sign (Windows) to the left of the html element name at the top of the hierarchy.
- To expand or collapse the currently selected element, click the triangle (Mac OS) or +/- sign (Windows) control to the left of the element name, or press Enter (Windows) or Return (Mac OS). This is only possible with binary tags (tags always used in pairs).

- To select a different item in the Outline Editor, click the item or use the arrow keys. The Up arrow selects the item above the current selection, and the Down arrow selects the one below. If the cursor is in a text box displaying the contents of an element, the arrow keys move the cursor within the text box.
- To activate the next text box, press Tab. To activate the preceding text box, press Shift-Tab.

Moving elements

You can use the Outline Editor to quickly move a single element or selection of elements and their content to a new location in your document.

To move elements in the Outline Editor:

Drag the handle on the element box to the new location in the outline. While you are dragging, Golive displays a horizontal line indicating the element's new location.

Note: *To move multiple elements, Shift-click to select them and then drag the element handle to the new location in the outline.*

Adding new HTML elements

While working in the Outline Editor, you can quickly add HTML elements along with their start and end tags. You can select an element from a context menu that lists all elements defined in Web Settings, or only the elements that the document's DTD allows within or after the currently selected element. For information on DTDs, see "Setting the doctype of a document" on page 383. Or, you can define a new element by typing the element's tag directly in the Outline Editor.

When adding an element, you can choose to either add the new element at the same level in the HTML hierarchy as the selected element, or at the next level deeper than the selected element.

To add an element:

1 In the Outline Editor, select the existing HTML element that is immediately above the location in the outline where you want to add the new element. For example, to add a paragraph element below a table element, select the table element.

2 To add an element at the same level in the HTML hierarchy as the selected element, do one of the following:

- Display a list of elements that the document's DTD allows after the currently selected element by choosing Add Item After > By Syntax from the context menu. Then choose an element from the By Syntax submenu. Two boxes representing the start and end tags for the element are added to the outline after the end tag of the previously selected element.

Note: *Certain elements, such as img or meta elements, cannot have end tags, so only one box will be added.*

The By Syntax submenu is especially useful for adding elements to documents that must comply with an XML DTD.

- Display a list of elements from the Markup tab of Web Settings by choosing Add Item After > New Element from the context menu. Then choose an element from the New Element submenu. Alternatively, you can choose Any from the New Element submenu and then enter a name for the new element in the text box. The new element is added after the end tag of the previously selected element.
- Collapse the existing selected element and then click the New Element button on the toolbar. Then enter a name for the new element in the text box. The new element is added after the end tag of the previously selected element.

3 To add an element within another element (that is, at the next level deeper in the HTML hierarchy), do one of the following:

- Display a list of elements that the document's DTD allows within the currently selected element by choosing Add Item Into > By Syntax from the context menu. Then choose an element from the By Syntax submenu. The new element is added between the start and end tags of the previously selected element.
- Display a list of elements from the Markup tab of Web Settings by choosing Add Item Into > New Element from the context menu. Then choose an element from the New Element submenu. Alternatively, you can choose Any from the New Element submenu and then enter a name for the new element in the text box. The new element is added between the start and end tags of the previously selected element.
- Expand the existing selected element and then click the New Element button on the toolbar. Then enter a name for the new element in the text box. The new element is added between the start and end tags of the previously selected element.

Adding attributes

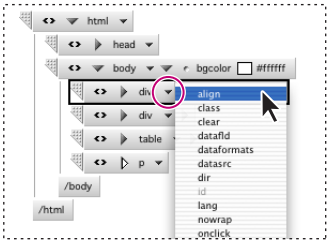
You can fine-tune the appearance of your document by adding attributes for an element. Attributes control the way an element is displayed by the browser. Many elements support attributes for specifying special formatting instructions, such as element alignment, color, and directory paths to resource files.

To add a new attribute:

1 In the Outline Editor, select the element you want to add an attribute to.

2 Do one of the following:

- Click the Attributes triangle, and choose an attribute from the menu. The menu lists all of the attributes that are defined for the selected element.



Using the Attributes triangle

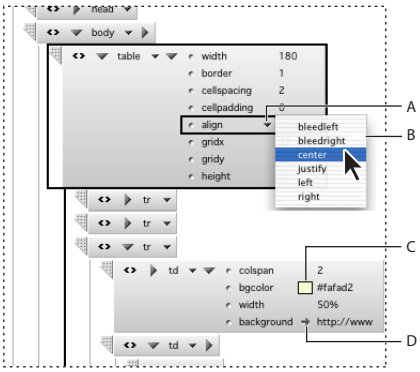
- Display the context menu and choose an attribute from the Add Attribute submenu. The submenu lists all of the attributes that are defined for the selected element.
- Click the New Attribute button on the toolbar. Alternatively, you can display the context menu and choose Any from the Add Attribute submenu. Then enter an attribute name in the text box.

If the attribute is recognized as an enumeration type (such as a color or path), a triangle, color field, path pointer, or comment sign appears to the right of the attribute name.

Note: *If you are not sure whether an attribute name is valid, refer to the World Wide Web Consortium's (W3C) Web site at www.W3.org or use GoLive's Syntax Checker.*

3 To specify a value for the attribute, do one of the following:

- Click the text box to the right of the attribute name, and then enter a value.
- If there are predefined values for the attribute, the Outline Editor displays the Attribute Values triangle. Click the Attribute Values triangle, and then select a predefined attribute value from the menu.



Specifying attribute values
A. Attribute Values triangle **B.** Menu of predefined attribute values **C.** Color field **D.** Path pointer

- If the attribute uses a color value (such as a font color), a color field and a color code appear to the right of the attribute name.
- If the attribute uses a path (such as a path to an image file), a path pointer appears to the right of the attribute name. Click the path pointer, then select a file in the Select File dialog box, and then click OK.

To show images in the Outline Editor:

Select Images in the View palette.

If you specified low source (low resolution) images in the More tab of the Image Inspector, you can show the low source images in the Outline Editor by selecting Low Source in the View palette.

Adding text or comments

After adding an element, you can use the Outline Editor to quickly add the contents of that element, such as the text you want to display in your document. For example, you might enter heading text in an h1 element. You can also add a comment for an element, which is any text you want to save but not display in your document when it is viewed in a browser window. Comments are useful for storing notes for editing documents at later dates—for example, if you intend to embed advanced features that require significant background information.

To add text or a comment:

1 In the Outline Editor, select an HTML element that is immediately above the location in the outline where you want to add the new text or comment.

2 Do one of the following:

- To add the text or a comment between the start and end tags for the selected element, expand the element and then click the New Text button or the New Comment button on the toolbar. A text box with default text or comment is added to the outline.
- To add the text or a comment after the end tag for the selected element or item, collapse the element and then click the New Text button or the New Comment button on the toolbar.

Note: *You can add a comment anywhere in your document, even before or after the HTML element.*

3 Enter your text or comment in the text box. If you temporarily stop entering text and then deselect the text box, you can resume your work by inserting the cursor in the text box.

Adding a generic element or item

You can add a generic element or item that contains non-HTML code in your document. For example, you can add a generic item that contains ASP code.

To add text or a comment:

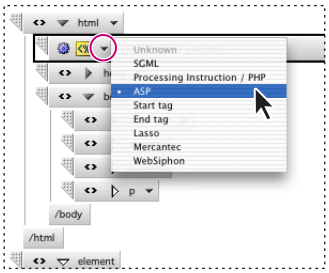
1 In the Outline Editor, select an element or item that is immediately above the location in the outline where you want to add the generic element or item.

2 Do one of the following:

- To add the generic element or item between the start and end tags for the selected element, expand the element and then click the New Generic Item button on the toolbar.
- To add the generic element or item after the end tag for the selected element, collapse the element and then click the New Generic Item button on the toolbar.

A text box with default text is added to the outline.

3 Click the Subtype triangle and choose a subtype for the generic item, such as ASP, from the menu.



Using the Subtype triangle to specify the subtype of a generic item

4 Enter the text content of the generic item in the text box. For example, if you selected an ASP subtype for the generic item, enter ASP code in the text box.

Toggling the binary format

You can toggle the binary tag format on and off, which allows you to determine whether a new tag has a complementary end tag or not. Most tags are binary tags, or container tags. Binary tags enclose the content of an element in a pair of tags, called start and end or open and close tags. By default, GoLive displays both parts of a binary tag. A few tags (called *unary* tags), however, don't need an end tag. One of the most frequently used unary tags is the <img> tag for embedding images.

You can toggle the binary tag format for the currently selected element only.

To toggle the binary format on and off:

1 In the Outline Editor, select an element that has binary tags.

2 Click the Toggle Binary button </> in the Outline Editor toolbar.

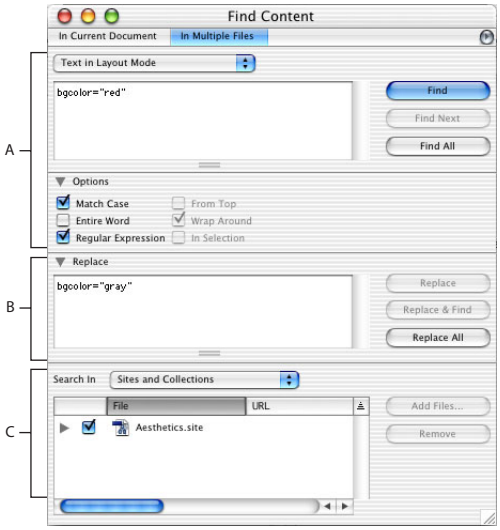
Finding elements

Use the Code Elements feature in the In Multiple Files tab of the Find & Replace Content window to find and manipulate elements in a document or throughout an entire site. This feature offers several advantages over the search feature in the In Current Document tab or the Text in Source Mode (encoded) feature of the In Multiple Files tab, which search for literal text strings. For example, if you use the In Current Document tab or the Text in Source Mode (encoded) feature to search for <body bgcolor="red">, you won't find instances of the element that lack the quotation marks or have other attributes included, such as <body bgcolor=red> or <body text="black" bgcolor="red">. The Code Elements feature, on the other hand, does catch these variations. In addition, the Code Elements feature lets you quickly add, delete, or modify attributes of existing elements; delete the content of elements; or replace the plain text contents of elements.

The Code Elements feature includes three sections:

- Find options let you select search criteria, including elements and attributes.
- Change options let you specify changes or actions that you want carried out on any elements or attributes found during a search.

- Search In options let you specify the scope of a search: one file, several files, an entire site or collection, or a list of previous results. You can also preview and modify the list of files that you want changed by the specified actions, before you have GoLive carry out the actions.



The In Multiple Files tab in the Find & Replace Content window
A. Search section **B.** Action section **C.** Find In section

By default, the Code Elements feature appears in structured mode, which enables you to perform a structured search without any coding knowledge.

If you want to enter complex search criteria, click Advanced in the In Multiple Files tab to open advanced mode.

Searching for elements

Use the Code Elements feature to perform either simple search tasks involving elements or sophisticated operations that edit and manipulate elements or their plain- text contents.

To search for elements:

1 Choose Edit > Find.

2 In the Find & Replace Content window, click the In Multiple Files tab.

3 Choose Code Elements from the topmost pop-up menu in the Find section.

4 In the Find section, specify Element options as follows:

- Choose Is or Matches from the Element menu.
- In the Element text box, either type the name of the element you're searching for or choose an element from the menu.

5 For a Structured search, choose the attribute in the Attribute menu in the Find section, and choose an operator and attribute value in the menus that follow. To add another attribute to the search, click the Add button , and then specify another attribute, operator, and attribute value.

6 For an Advanced search, click Advanced and do the following in the Find section:

- Type the attributes, operators, and attribute values you want to use as search criteria in the text box, or select attributes and operators from the Attribute and Operator menus.
- To search for elements by comparing attribute values, type two attributes and an operator. For example, to search for elements that have a width greater than the height, type the following:

```
height>width
```

- To search for the plain text contents of an element, enter the keyword `content`, an equal sign operator, and the text contents in quotes. For example, to search for all occurrences of "June" (no style applied) in the element you specified, type the following:

```
content="June"
```

After specifying the search criteria for plain text, you can specify the text you want to use as a replacement. For example, you can replace all occurrences of "June" in a specified element with "July." To replace the text contents of an element, use the Replace Content action. (See "Editing elements in multiple files" on page 403.)

7 Define the scope of your search by doing one of the following:

- To select a site or a collection that is saved with a site, choose Sites and Collections from the Search In menu, and then select the site folders, files, or collections you want to search. (The site must be open for it to appear in the window.)
- To select individual files from a site, open the site window, drag or Shift-drag the files from the site window to the file list in the Find & Replace window.
- To browse and select individual files, choose Files from the Search In menu, and click Add Files. In the Add Files dialog box, locate and select the files you want (click Add All to select all files in a folder), and then click Done.
- To select an open page, drag the Show Page Properties icon from the top right corner of the document window to the file list in the Find & Replace window.
- To search within a previous result set (an open list of matches that resulted from a previous search), choose Result List from the Search In menu.

8 Click Find All. GoLive displays the hits in the Result window.

To save result sets for use in another search:

In the Result window, do one of the following:

- To search for another element within the result set, click Use Result. You can remove files from the result set by selecting them and clicking Remove.

- To save the results as a collection in the currently open site, click Save Collection, type a name for the collection in the Create a New Collection dialog box, and then click OK (a site must be open for the Save Collection option to be available). Saved collections are displayed in the Collection tab of the Site window. For more information, see "Using collections" on page 319.

Editing elements in multiple files

In addition to simply finding elements, you can manipulate elements in a variety of ways by using these commands on the pop-up menu in the middle Change section of the In Multiple Files tab:

Keep Keeps the element and sets, updates, or deletes its attribute.

Rename Renames the element, but keeps the element's contents. You can keep the element's attributes or change them with an Attribute action.

Delete with Content Deletes the element completely, including its start and end tags as well as its contents.

Replace by its Content Deletes only the element's start and end tags, leaving its contents untouched.

Delete Content Only Deletes only the contents of the element, leaving its start and end tags in place.

Replace Content Replaces only the contents of the element, leaving its start and end tags in place. This command works on plain text contents only—for example, text that has a style applied to it such as bold is not affected by this command.

To modify an existing element:

1 Define the search criteria and scope of the search as described in "Searching for elements" on page 401.

2 In the Change section of the Find & Replace Content window, choose Keep from the Element menu.

3 In the Change section, choose an attribute from the Attribute menu, or type an attribute in the text box.

4 Choose one of the following options from the pop-up menu to the right of the Attribute menu:

- Set sets the specified attribute and value for the element whether or not the attribute already exists.
- Update updates the attribute only if it already exists in the specified element. It does not add the attribute.
- Remove removes the attribute and its value wherever it appears.

5 Choose an attribute value or type a value in the third Attribute text box.

6 To add another change attribute, click the Add button , and then specify another attribute, operator, and attribute value.

Note: *To remove an attribute, click the attribute's Remove button.*

7 Click Apply to All to begin the search and carry out the specified action.

The In Multiple Files tab also lets you create multiple Attribute actions to be performed during a Keep Element action. Click the Add Attribute button and follow the steps outlined here before you click Apply to All. GoLive performs each Attribute action defined in the Change section. You can remove an Attribute action by selecting it in the list and clicking the Remove Attribute button.

To rename, delete, or replace an existing element:

1 Define the search criteria and scope of the search as described in "Searching for elements" on page 401.

2 In the Change section of the Find & Replace Content window, do one of the following:

- Choose Rename from the Element menu. Then type a new element name in the New Name text box. (You can create Attribute actions for a Rename Element action, if desired.)
- Choose Delete with Content from the Element menu.
- Choose Replace by its Content from the Element menu.

3 Click Apply to All to begin the search and carry out the specified action.

To replace the plain text contents of an element:

1 Define the search criteria and scope of the search as described in "Searching for elements" on page 401.

2 In the Change section of the Find & Replace Content window, choose Replace Content from the Element menu. Then type the replacement text in the Content text box. It is not necessary to use quotes around the text.

3 Click Apply to All to begin the search and carry out the specified action.

To delete the contents of an element:

1 Define the search criteria and scope of the search as described in "Searching for elements" on page 401.

2 In the Change section of the Find & Replace Content window, choose Delete Content Only from the Element menu.

3 Click Apply to All to begin the search and carry out the specified action.

Saving a search task for later use

After you specify the settings for a search task in the In Multiple Files tab, you can save the settings for later use.

To save a task:

1 Choose Save Search from the Find & Replace Content window menu.

2 Type a name and click Save.

To reapply a saved task:

1 Choose Load Search from the Find & Replace Content window menu.

2 Select the desired task, and then click Open.

3 Select the files you want to apply the task to in the Search In section, and then click Find All.

To reapply a recently saved task:

Choose the task from the Find & Replace Content window menu.

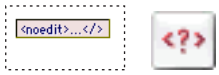
Adding unknown elements

HTML is an ever-evolving language, and new elements are created often. To ensure that your documents are always up to date and use the latest technology, you can use the Tag icon to insert placeholders for elements that GoLive doesn't recognize.

You can also use the Tag icon to prevent GoLive from parsing or changing your source code. After you drag the Tag icon from the Objects palette to the document window, GoLive adds <noedit> and </noedit> start and end tags to your source code, and inserts a Tag placeholder in your document in the Layout Editor. You can then enter the code you don't want parsed in the Content tab of the Tag Inspector. GoLive inserts your code between the <noedit> tags without changing it.

To add an unknown element:

1 In the Layout Editor, drag the Tag icon from the Basic set in the Objects palette to the document window.



Using the Tag icon
A. The Tag placeholder as it appears in the Layout Editor
B. Tag icon in the Objects palette

2 In the Element tab of the Tag Inspector, enter the name of the new element in the Element
text box.

3 Click the New Item button at the bottom of the Element Inspector. (This activates the text boxes below the list box.)

4 Enter an attribute name in the left text box, and then enter an attribute value in the right text box.

5 To delete the currently selected attribute, click the Remove Selected Items button .

Note: *To add an unknown element to the head section of your document, drag the Element icon from the Head tab of the Objects palette to the head section pane of the document window.*

To enter code for an unknown element:

1 Select the Tag placeholder for the unknown element.

2 In the Content tab of the Tag Inspector, enter the source code. You can inspect the code in the Source Code Editor or source code pane.

Using JavaScript

The GoLive built-in support for JavaScript and JScript lets you add interactivity to your documents, verify form input, enhance visual displays, and dynamically control the browser. The JavaScript Editor lets you build scripts in the application, embed them in your document, and test them immediately by launching the targeted browser.

To make it easy for you to add JavaScript, GoLive provides a complete inventory of building blocks for all major JavaScript dialects and versions. Whenever you drag a Script icon from the Objects palette to the head section pane, you specify the targeted application in the Inspector, which then configures the JavaScript Editor accordingly. Combined with the ability of
JavaScript to identify browsers, this feature makes it easy for you to build documents with multiplatform support.

Important: *Not all browsers implement JavaScript in the same way. Test all JavaScripts on all of your target browsers.*

You can become familiar with the JavaScript environment in GoLive by entering JavaScript expressions into the JavaScript Debugger accessed via the Special menu. This window provides a command line you can use to communicate interactively with the JavaScript engine built into GoLive. For more information on using the JavaScript Debugger, see the SDK documentation.

Setting up JavaScript

You can add JavaScripts to your document. You can also insert JavaScripts in the head section pane of the document window to allow a script to be executed while the visible section of the document is still being loaded.

To set up a JavaScript:

1 Do any of the following:

- To add a JavaScript to the body section of a page, drag the JavaScript icon from the Basic tab of the Objects palette to your document window.
- To add a JavaScript to the head section of a page, drag the Script icon from the Head tab of the Objects palette to the document window or the head section pane.

2 If it's not already selected, select the JavaScript icon in the document window, or the Script icon in the head section pane.

3 In the Inspector, enter a descriptive name in the Name text box. Choose a target browser from the Language pop-up menu. The language version corresponding to your browser selection appears in the text box below the menu.

4 To reference an external script file (which must have the .js extension), select Source and do one of the following:

- Enter a resource locator for your script file.
- Click the Browse button to select a script.
- Drag from the pick whip in the Inspector to a script in the site window.

Using the JavaScript Editor

When using the JavaScript Editor, you can use the following items on the JavaScript Editor toolbar:

Note: *See "Setting Source preferences" on page 375 for information about setting JavaScript Editor preferences.*

- The Toggle Error Display button shows and hides a pane in the top section of the JavaScript Editor. After you check the syntax of your code, any errors are listed in the error display pane. You can move the cursor where an error is located in your code by clicking the error in the error display pane.
- The Check Syntax button checks the syntax of your code. If any errors are found, the error display pane opens (if it's not already open) and the cursor is placed where the first error is located in your code.
- The Display Errors button shows the number of errors to the right of the button.
- The Display Warnings button shows the number of warnings to the right of the button.
- The Word Wrap button toggles the wrapping of source code at the margin of the JavaScript Editor on and off.
- The Numbers button shows the code line numbers.
- The Colorize None button turns off the color for all items.
- The Theme menu enables you to choose a theme for the current document (see "Setting Source preferences" on page 375).
- The Function pop-up menu enables you to navigate through code (see "Navigating through code" on page 380).

Editing an existing JavaScript

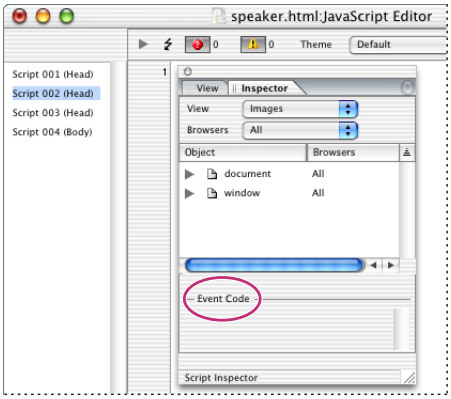
You can use the JavaScript Editor to edit existing JavaScripts.

To edit an existing JavaScript:

1 To open the JavaScript Editor, do one of the following:

- Double-click the JavaScript icon in the document window.
- Select the JavaScript icon in the document window, and then click the Edit button in the Inspector.

2 If the icons on the toolbar in the JavaScript Editor are inactive, choose a script name from the list at the left side of the JavaScript Editor.



Create event definitions by entering event codes in the Event Code text box.

3 Choose an option from the View menu, then drag an object from the Object list in the Script Inspector to the JavaScript Editor window. For example, choose Events from the View menu to display a list of JavaScript events that you can insert in your JavaScript.

4 In the Script Inspector, enter event code in the Event Code text box to create event definitions.

Choose a function declaration from the Function pop-up menu in the JavaScript Editor toolbar to navigate directly to that location in the script. (See "Navigating through code" on page 380.)

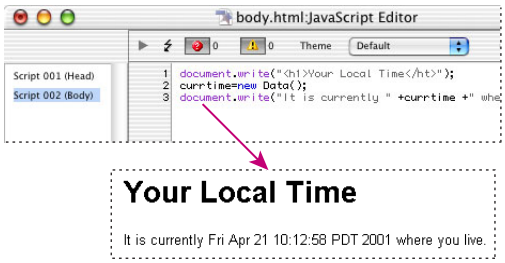
5 Close the JavaScript Editor to save your work.

6 Do one of the following to open your Web page in the browser you selected for previewing and testing in the Preferences dialog box:

- Choose File > Preview In > Default Browser.
- Click the Show in Browser button on the toolbar.

Note: *In Mac OS, you cannot preview the effects of a JavaScript.*

The following sample JavaScript code shows how to use a simple JavaScript to display the time and date obtained from the viewer's operating system.



JavaScript sample code and result

- The `document.write()` method on the "Your Local Time" line writes an H1-formatted text string from the document to the screen of the browser.
- The `new Date()` method creates a new date object containing the long version of the current date from the viewer's operating system. This object is assigned to `currtime`.
- The last line is output to the browser's screen using a `document.write()` method, with the embedded `currtime` variable set to the current time and date.

Shifting code to an external library

GoLive can automatically create an external JavaScript library file that stores shared code from JavaScript actions, rollovers, dynamic components, and animated scenes created in the DHTML Timeline Editor. At the same time, it replaces the shared code in the page with a reference to the library file, leaving only page-specific declarations and parameters in place. The library is then uploaded to the Web server to make it available for every page in the site that needs the script.

Benefits of using external JavaScript libraries

Apart from streamlining the code in your pages, this library offers two advantages:

- It remedies a problem associated with the structure of dynamic GoLive components: GoLive invariably places common code for DHTML items and actions in the head section of a page. While this structure works well with "straight" pages, problems could occur in earlier versions when a dynamic component contained DHTML items and scripted actions. As the browser loads only the body section of a dynamic component, it ignores any script code contained in the head section. This problem can be solved by using the external JavaScript library, making JavaScript code in dynamic components work as expected.
- The browser caches the JavaScript library file and less code is written into every page, making the pages load faster.

Using the JavaScript library

You can choose the external JavaScript library feature on a per-page basis, as a site-wide setting, or as an application-wide preference. If you choose the option in the application preferences or site settings, all new pages and existing pages without preexisting JavaScript will use the new preference setting. Pages that already had actions and other JavaScript added to them will retain their existing JavaScript Functions setting. You must change the setting for these pages in the HTML tab of the Page Inspector.

To set the JavaScript library preference:

1 Do one of the following:

- To affect all new pages, set the application JavaScript library preference: Choose Edit > Preferences, and select Script Library in the left pane.
- To affect all new pages in a site window, set the JavaScript library preference in the site settings: Click the Site Settings button in the toolbar, select Script Library in the left pane, and select Site Specific Settings in the right section.
- To set the preference for a single page, open the HTML tab of the Page Inspector.

2 Use the JavaScript options as follows:

- Select Write Code Into Page to have GoLive write any required JavaScript code into the page(s).
- Select Import GoLive Script Library to shift all shared JavaScript to an external JavaScript file. The file is saved to a folder named Generated Items by default.

If you select the Import GoLive Script Library option, GoLive reacts in one of two ways, depending on whether or not you have a site document open:

- If the site document is open, it will create a library file in a new folder named Generated Items at the root level of the site folder when you save the page.
- If you don't have a site document open in the background when you save the page, GoLive writes the code to a default library file, which can be found in the Modules/JScripts/GlobalScripts subfolder of the GoLive application folder.

Note: *Selecting the Import GoLive Script Library option in the Preferences or Site Settings dialog boxes does not modify the Script Library settings for pages that contained preexisting JavaScript. To move code from those pages to the library, select Import GoLive Script Library in the HTML tab of the Page Inspector for each page.*

3 To rebuild the JavaScript library if it is damaged, click Rebuild in the application JavaScript preferences or in the Site Settings dialog box.

4 Type a folder name for the JavaScript library and a library name with the suffix .js.

Flattening the script library

The external JavaScript library file contains the entire GoLive JavaScript library even if your pages don't use all of the functions within it. You can flatten the file to remove any JavaScript that is not used in the site. This reduces the library's file size and decreases its download time. You can manually flatten the library file of a single site, set a site's Site Upload or Export preferences to automatically flatten the library file, or set the application preferences to flatten the library file of all sites before upload or during export.

To manually flatten the JavaScript library of a single site:

Open a site window and choose Site > Flatten Script Library.

To set a site's preferences to flatten the JavaScript library upon upload or export:

1 In the Site Settings dialog box, select Upload/Export.

2 Select Site specific settings.

3 Select Flatten Script Library and click OK.

To set all sites to flatten the JavaScript library upon upload or export:

1 Choose Edit > Preferences.

2 Expand Site and select Upload / Export.

3 Select Flatten Script Library and click OK.

Using text macros with source code editors

Text macros can save you time if you frequently use the Source Code Editor and the JavaScript Editor. They eliminate typing lengthy strings of source code for often-used tags and script elements.

The text macros are stored in an editable file, Default.macro, that resides in a special Code folder within the Settings folder in the GoLive program folder.

The Default.macro file can hold any combination of text, HTML or CSS elements and JavaScript strings. You can insert these objects in any of GoLive's editors.

The Default.macro file is loaded when GoLive starts up to make it available throughout the application.

Inserting text macros into the source code

To insert automated source code, type the macro name and press Shift+Ctrl+M (Windows) or Shift+Command+M (Mac OS). This inserts the text macro identified by the word behind or below the text cursor, provided it exists in the default source macro file.

Text macros are case-insensitive, which means that you can enter their names in lowercase or uppercase characters, or any combination of lowercase and uppercase.

Defining text macros

You define text macros by opening the Default.macro file with GoLive or a text editor and then typing, copying and pasting, or dragging the appropriate code. Text macro definitions must have the following basic format:

```
<macro name="XY" type="Syntax-Context"><![CDATA[macro-
content]]></macro>
```

The first element in a macro definition is the macro name and type, which defines the syntax context. With the exception of spaces and tabs, you can use any combination of characters for a macro name, but you should restrict yourself to using letters and digits. The source code editors differ in what they regard as self-contained words. For example, using a dollar sign ($) in a macro name might work in the Source Code Editor but will fail in the JavaScript Editor because this character is an integral part of the JavaScript syntax.

The second element specifies the content of the macro—that is, the CDATA tag specifies the replacement text. The selection in the replaced text is defined by the percent character (%). If you require a different selection character, you can add the attribute, "selchar=(character)". The content element must be enclosed in two identical or complementary delimiter characters. When you prompt GoLive to insert a text macro, the macro interpreter will regard the first character after the separating blank space as the delimiter and look for an identical character to determine where the content ends.

For example, an image element macro with basic attributes could look like this:

```
image «<img "src=../GIFS/???.GIF" width="20" height="20">»
```

You can also use a text macro to insert a string of formatted text. Here is an example:

```
webdesign $This Web Site was designed using <B>GoLive.</B>$
```

Using delimiters

As already noted, delimiters tell GoLive's text macro interpreter where the content of a text macro starts and ends. You can use any character as a delimiter, as long as you follow one basic rule: The delimiter may not occur in the macro content itself. You can even use blank space and carriage returns to insert structured text and multi-line code, respectively.

Here is an example of improper delimiter usage:

```
image "<img "src=../GIFS/???.GIF" width="20" height="20">"
```

This macro definition won't produce a usable result because it uses double quotes as delimiters. The double quotes are already used to enclose attributes in the HTML element definition, so GoLive will only insert the text before the second double quote character. The result would be:

```
image "<img
```

Note: *As a general rule, avoid using characters that are typically used as structural elements within the source code syntax, such as the less than (<) and greater than signs (>) enclosing HTML tags.*

Automating insertion point placement and text selection

Normally, when inserting a text macro, GoLive's Text Macro tool selects the entire insert. To ensure a smoother workflow, however, you can also place the insertion point or select text for overtyping anywhere in the insert.

Placing the insertion point in an insert is accomplished by adding a "vertical bar" character ("|"). Here is an example:

```
image «<img "src=|" width="20" height="20">"»
```

The vertical bar after the src attribute and "equal to" sign places the insertion point so that you can enter the attribute value without having to move the cursor to the desired location.

Selecting text for overtyping is accomplished by enclosing a placeholder word or string in single quotes. Here is an example:

```
image «<img "src=../GIFS/'???'.GIF " width="20" height="20">"»
```

The three question marks enclosed in quotes will be selected when you insert this example macro, allowing them to be overtyped with macro name "C" instead.

Using keywords as substitutes for control characters

As already noted, you can use three control characters to specify what happens when a text macro is inserted:

- Single quotes (') mark out a selection.
- The vertical bar places the insertion point.
- Dollar signs are used to reference another text macro.

Now and then, syntax rules may require that you insert a macro with any of those characters in it. For example, JavaScript syntax requires that text strings be enclosed in single quotes. This conflict is solved by substituting percent signs (or any other suitable character) for single quotes. The GoLive Text Macro tool has three built-in keywords that allow you to redefine control characters:

- Selection lets you redefine the selection markers if single quotes are not allowed. Here is an example:

```
Selection = %
write.document.write('%what%')
```

- Caret lets you redefine the insertion point marker if the vertical bar is not allowed—for example, because it is used to express a bitwise OR operation in JavaScript.

```
CARET = %
```

- Macro lets you redefine the dollar signs enclosing a macro name.

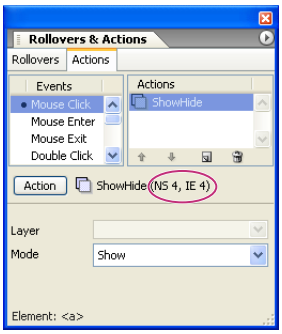
```
MACRO = %
```

Using Actions

Setting up actions

In Adobe GoLive, actions are triggered in response to events. These events may be browser-triggered, such as loading a page, or user-triggered, such as moving the pointer over an image. Actions also can be triggered by a point in time in a timeline sequence. To facilitate setting up actions, the Actions tab displays the selected item at the bottom (to ensure that you're working with the right tag), and the Actions menu displays recently applied actions at the top (for quick selection).

You should always preview actions in a variety of Web browsers and platforms to determine potential browser differences or incompatibilities. The earliest browser versions that support each action are displayed next to the selected action name in the Action Inspector or the Rollovers & Actions palette.



Browser compatibility for a selected action in parenthesis

To highlight actions in the current document window editors:

Select the Actions tab in the Rollovers & Actions palette and choose Highlight Actions in Document from the palette menu.

User-triggered actions are highlighted in the Layout Editor, Source Code Editor, Outline Editor, and markup tree bar. Browser-triggered and timeline-triggered actions highlight the body section of the page.

Creating an action filter

If you want to ensure that particular versions of Internet Explorer and Netscape Navigator support the actions you choose, you can set an action filter in the Actions tab of the Rollovers & Actions palette. If an action is not supported by the browsers selected in the action filter, the action will be dimmed in the Action menu.

To set an action filter:

1 Select the Actions tab in the Rollovers & Actions palette, and choose Set Action Filter from the palette menu.

2 Select the lowest Netscape Navigator version and Internet Explorer version that you want to support.

Setting up browser-triggered actions

Browser-triggered actions take place automatically as the result of browser activity or when the action is "called" (triggered) by another action. You can set up a browser-triggered action to take place as a page loads, when the page is finished loading, when the browser loads a specific line of code in the body or head section of a page, or when another action triggers the action.

To set up a head action:

1 Drag the Head Action icon from the Smart Objects set of the Objects palette to the page or choose Insert Object > Smart > Head Action from the context menu in the head section of the page.

2 In the Actions tab of the Rollovers & Actions palette, select a trigger option from the Events list to specify how and when the action executes:

- OnLoad triggers the action after the browser has loaded the page.
- OnUnload triggers the action when the browser leaves the page.
- OnParse triggers the action when the browser reads that section of the source code. This triggers the action before any user interaction occurs.
- OnCall triggers the action later in the browser session by using the Call Action action.

3 Choose an action from the Action menu, and set the action's properties.

To set up a body action:

1 Drag the Body Action icon from the SmartObjects set of the Objects palette to the document window or choose Insert Object > Smart > Body Action from the context menu in the body section of the page.

There are no trigger options to set up. The action triggers automatically when the browser loads the page section in which the body action resides.

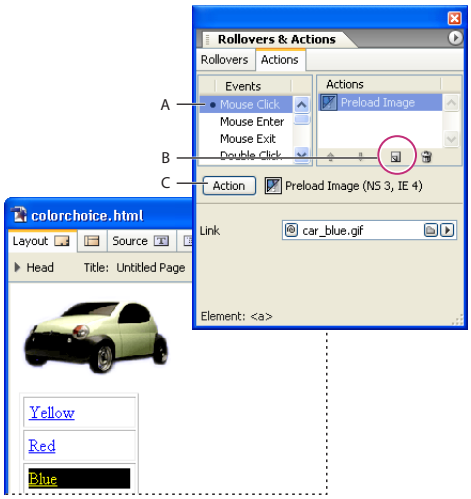
2 Choose an action from the Action pop-up menu, and set the action's properties.

Setting up user-triggered actions

User-triggered actions occur when a user interacts with some item on the page such as an image, rollover, text, or form element.

***Note**: In Netscape Navigator 5 and earlier and Internet Explorer 4 and earlier, actions added to images without rollover states, and objects other than form objects and*

rollovers, require you to add a link to the text or object and select a mouse or key event to trigger the action.



Set up user-triggered actions in the Actions palette.
A. Choose a mouse or key event to trigger the action.
B. Click the New Item button.
C. Choose an action from the Action pop-up menu.

To set up a user-triggered action:

1 In the Layout Editor, select text or an object on the page.

2 In the Actions tab of the Rollovers & Actions palette, select a trigger option from the Events list. (See "User-triggered actions" on page 416.)

3 Click the Create New Action button.

4 Choose an action from the Action pop-up menu, and set the action's properties.

To remove all user-triggered actions from a trigger:

Select the user trigger (linked text, linked objects, or form objects) in the page and choose Delete All Actions from the Actions tab in the Rollovers & Actions palette menu.

User-triggered actions

GoLive includes the following user-triggered actions:

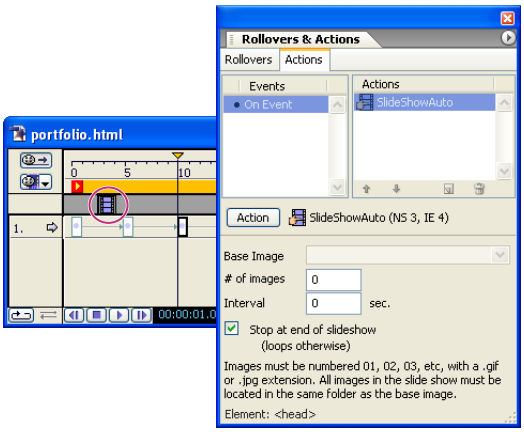
- Mouse Click triggers an action after a single mouse click on the linked item.
- Mouse Enter triggers an action when the pointer is moved over the linked item.
- Mouse Exit triggers an action when the pointer is moved away from the linked item.
- Double Click triggers an action when the viewer double-clicks the linked item.
- Mouse Down triggers an action when the viewer presses the mouse button while the pointer is over the linked item.
- Mouse Up triggers an action when the viewer releases the mouse button while the pointer is over the linked item.
- Key Down and Key Press trigger an action when the viewer presses any key.
- Key Up triggers an action when the viewer releases any key.

- Key Focus (form fields only) triggers an action when the field is selected, an insertion point is placed in the field, or when the viewer tabs to it.
- Text Change (form fields only) triggers an action after text is entered into the field and another field is selected.
- Key Blur (form fields only) triggers an action when the viewer tabs out of the field.

Note: *If a Mouse Click action is applied to a Rollover object, the Rollover's navigational link (the URL field in the Rollover Inspector) will be disabled. After setting up an action with the Mouse Click event, add a GoTo Link Action as the last action assigned to the Mouse Click event to set Rollover's navigational link. (See "Goto Link" on page 422.)*

Setting up timeline-triggered actions

Timeline actions are triggered at the point in time they are located in the DHTML Timeline Editor. In this way, you can initiate time-based actions or actions that interact with a given scene. (See "Using the DHTML Timeline Editor" on page 151.)



Set up timeline-triggered actions in the DHTML Timeline editor

To set up a timeline-triggered action:

1 Ctrl-click (Windows) or Command-click (Mac OS) the Actions Track of the DHTML Timeline Editor to insert an action placeholder.

2 In the Actions tab of the Rollovers & Actions palette, click the New Item button .

3 Choose an action from the Action pop-up menu, and set the action's properties.

4 To delete a timeline-triggered action, select the action in the Actions Track of the DHTML Timeline Editor, and press Delete, or Backspace (Windows).

Using GoLive actions

GoLive comes with a complete set of ready-to-use scripted actions. Most of the actions are fully compatible with the 4.0 and later releases of Netscape Navigator and Microsoft Internet Explorer. Some actions will work with older 3.0 browsers while others require browsers that are at least version 5 or 6. The earliest browser versions that support each action are displayed next to the selected action name in the Action Inspector or the Actions palette.

Create an action filter to make sure you only choose actions that a particular browser version can support. (See "Creating an action filter" on page 414.)

Getters

The Getters menu in the Actions tab of the Rollovers & Actions palette contains actions that work with Web page forms and layers.

Field Validator

The Field Validator action validates an entry in a form text, text area, or password field. If the action is applied to a text field, the action is triggered when the viewer tabs out of the field, or enters text in the field and then selects a different field. The action uses one of seven validation criteria.

Select a form text, text area, or password field. In the Actions palette, select a trigger option: Select the Key Blur event for validating entries when the viewer tabs out of the field or the Text Change event for validating entries when the viewer enters text and then selects another field. Choose Action > Getters > Field Validator.

Type the name of the form that contains the text field, and the name of the text field to validate. Select a validation criterion from the Validation to Perform pop-up menu. If you choose the Field Has This Many Characters option, define a numerical value in the # Of Characters text box. If you choose the Field = Exact Text String option, type the text viewers must enter in the field in the Exact Text String text box.

Type an alert message to display if the field entry is not valid.

Note: *If there are adjacent fields with Field Validator actions assigned to Key Blur events, separate the fields with a field that doesn't have a Key Blur event. Or separate the fields with a label, and assign a tabbing order to the field and labels. (A label must contain at least one character, but you can make it appear blank by entering a space character.)*

Get Layer Position

The Get Layer Position action reads the current position of a layer. You can process this information using, for example, an Idle action that moves a second layer to the current position of that layer. This creates the impression that the second object trails the first.

Trigger the action with a browser-triggered event set to OnCall in the head section of the page. In the Head Action Inspector, choose Action > Getters > Get Layer Pos. Choose OnCall from the Exec pop-up menu and give the action a unique alphanumeric name.

Set up a timeline-triggered action to retrieve the layer coordinates from the Get Layer Position action. Some actions you can consider using include Move By and Move To. Either of these actions can be used alone or in combination with a Condition or Idle action. When setting up a Move By or Move To action, click the red "C" icon twice adjacent to the Position property until it changes to a green question mark icon, and choose the Get Layer Position action name from the menu. For more information on setting up these actions, see "Move By" on page 430, "Move To" on page 431, "Condition" on page 441, or "Idle" on page 442.

Get Form Value

The Get Form Value action reads the content of a form text, text area, or password field in the current page. This action depends on input from the viewer in the form text field.

Trigger the action with a browser-triggered event set to OnUnload (or OnCall if you attach it to a form image that serves as a Submit button). In the Head Action Inspector, choose Action > Getters > Get Form Value. Enter the name of the form in the Form text box and the name of text field in the Element text box.

If your form contains more fields you want to have read, insert more Get Form Value actions and set them up as required. Set up companion actions that process the result—for example, a Set Cookie action that stores the contents of various Get Form Value actions on the viewer's hard disk. (See "WriteCookie" on page 446.)

Image

The Image menu in the Actions tab of the Rollovers & Actions palette contains actions that enable you to preload images, set an image to automatically change based on certain criteria, and create remote rollovers.

DailyImageURL

DailyImageURL lets you display a different image for each day of the week, according to the date in the viewer's computer. For example, you can create a banner that changes daily when the page is loaded, or you can create an image viewers can click to replace with the picture of the day.

In the page, select the image you want to replace based on the day of the week. In the More tab of the Image Inspector, enter a unique alphanumeric name in the Name text box.

Normally, all images will display with the dimensions of the placeholder image. To enable the images to display with different dimensions, change the placeholder image's Width and Height values from Pixel to Image in the Image Inspector.

Trigger the action with a browser-triggered event set to OnLoad, or a user-triggered event. Choose Action > Image > DailyImageURL. Choose the placeholder image's name from the Image menu. (This is the image that is replaced with another image for that day.) For each day, reference the image you want to replace the base image.

Preload Image

The Preload Image action forces the browser to cache specified images before the page displays. This is useful if there are images that don't display until after a user interacts with the page, such as a rollover image, or until a certain point in time. Although the page may take longer to load initially, preloaded images are immediately available when loading is complete. Preloading images enables rollover images to display faster when the viewer interacts with them, and DHTML animations and actions can immediately swap images.

Note: *The rollover images referenced in a GoLive Rollover object are automatically preloaded. An additional Preload Image action is not required for it. An Image object with rollover states has a Preload option that can be selected in the Image Inspector.*

Trigger the action with a browser-triggered event set to OnLoad. In the Head Action Inspector, choose Action > Image >Preload Image. Reference an image file you want to preload.

If you need to preload multiple images, rather than adding a new Head Action icon for each image, set up one Head Action icon with the Action Group action and add each Preload Image action to it. (See "Action Group" on page 441.)

RandomImage

The RandomImage action randomly swaps the contents of an image placeholder with one of three images each time the page is loaded.

In the page, select the image you want to replace, and in the More tab of the Image Inspector, enter a unique alphanumeric name in the Name text box.

Normally, all images will display with the dimensions of the placeholder image. To enable the images to display with different dimensions, change the placeholder image's Width and Height values from Pixel to Image in the Image Inspector.

Trigger the action with a browser-triggered event set to OnLoad or a user-triggered event. Choose Action > Image > RandomImage. In the Base Image pop-up menu, choose the base image you want to have replaced. Reference each of the alternate image files.

Important: *You must reference all three images to replace the placeholder image; otherwise the image will randomly appear as an empty reference.*

Set Image URL

The Set Image URL action lets you create remote rollovers, also known as secondary or disjointed rollovers, which swap the content of a placeholder image when the viewer interacts with other content on the page. You can also set up multiple timeline-based Set Image URL actions to create a slide show.

In the page, select the image placeholder you want to replace, and in the More tab of the Image Inspector, enter a unique alphanumeric name in the Name text box.

Normally, all images will display with the dimensions of the placeholder image. To enable the images to display with different dimensions, change the placeholder image's Width and Height values from Pixel to Image in the Image Inspector.

Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Image > Set Image URL. Choose the image you want to replace from the Image pop-up menu and reference the image that will replace the base image.

To restore the base image to its original image, trigger a second mouse event (such as Mouse Exit), key event, or timeline event, and set up a Set Image URL action that specifies the same placeholder image and references the original base image.

Link

The Link menu in the Actions tab of the Rollovers & Actions palette contains a wide variety of actions that link to new pages or files, redirect a browser depending on certain criteria, or work within a frame set.

CSS Redirect

The CSS Redirect action applies a particular external cascading style sheet to the Web page if the action detects a specified platform and browser.

Trigger the action with a browser-triggered event set to OnParse in the head section of the page. In the Head Action Inspector, choose Action > Link > CSS Redirect. Choose a platform and browser from the pop-up menu, and reference the external style sheet that will be used if the selected platform and browser are detected. Add additional Head Action icons, and repeat for any additional platform and browser-specific external cascading style sheets.

Close Window

The Close Window action closes the current window. Some browsers will prompt the user to approve or cancel the window closure.

Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Link > Close Window.

ConfirmLink

ConfirmLink displays a confirmation dialog box before loading the linked page. This enables the viewer to confirm whether they want to go to the link or remain on the current page.

Trigger the action with a user-triggered event. In the Actions palette, choose Action > Link > ConfirmLink. Enter the confirmation message in the Message text box. You can force a line break within the message by typing **\n**. Reference the page you want to link to in the Go To This URL on OK text box. If the current page is in a frame set, enter the frame name you want the linked page to appear within in the Target Frame Name text box. Or leave it blank to replace the entire frame set with the linked page.

DailyRedirect

DailyRedirect lets you display a different Web page for each day of the week, based on the date set in the viewer's computer.

Trigger the action with a user-triggered event, browser-triggered event set to OnLoad, or timeline-triggered event. Alternatively, to trigger the action when the viewer leaves the current page, use a browser-triggered event set to OnUnload. Choose Action > Link > DailyRedirect. For each day of the week, reference a page in your site or an external URL you want to display.

ForceFrame

ForceFrame prevents a page that appears within a frame set from being viewed outside of the frame set. For example, a search engine might link directly to a Web page that is supposed to appear in a frame of a frame set page. With ForceFrame, a browser that loads the search engine's link to your page would load the entire frame set page instead of just the single page. This action is particularly useful if the other frames in your page contain elements such as banner logos that identify your site, or buttons for navigating through the site.

Trigger the action with a browser-triggered event set to OnLoad. The trigger can be applied to all pages that appear within the frame set, but not to the frame set document. In the Head Action Inspector, choose Action > Link > ForceFrame. For the frame set link destination, reference the frame set page in which you want to contain the current page. For Frame, enter the name of the frame in which you want the content page to appear.

Go Last Page

The Go Last Page action forces the browser to jump to the last page visited.

Trigger the action with a user-triggered or timeline-triggered event. Alternatively, to trigger the action when the viewer leaves the current page, trigger the action with a Head Action icon set to OnUnload. Choose Action > Link > Go Last Page.

Goto Link

The Goto Link action links to a page in your site or an external URL. If applied as a timeline-triggered action, the Goto Link action can be used to link to a new page at a certain point in time. If applied as a browser-triggered action set to OnCall, this action can be used to make it easier to maintain links that reference the same URL. In this example, you would apply the Call Action to the links to trigger the Goto Link. (See "Call Action" on page 441.)

Trigger the action with a user-triggered event, browser-triggered event set to OnCall, or timeline-triggered event. Alternatively, to trigger the action when the viewer leaves the current page, use a browser-triggered action set to OnUnload. Choose Action > Link > Goto Link. In the Link text box, reference a page or URL. If the current page is located in a frame set, enter the frame name you want to target in the Target text box, or leave it blank to have the link replace the current frame.

To link to a URL that you retrieve from a variable, click the small red "C" icon adjacent to the pick whip to change it to a blue circle icon, and choose a variable from the pop-up menu. To link to a URL that you retrieve from a browser-triggered action set to OnCall in the head section, click the icon again to change it to a question mark, and select an action from the pop-up menu.

Key Press

The Key Press action triggers another action when the viewer presses a specified key. You can set one to four keys to trigger different actions.

Before you add the Key Press action, create up to four browser-triggered actions that will be triggered by a key press event and set each to execute OnCall. Enter an alphanumeric name for each action in the Name text box of the Head Action Inspector. Trigger the Key Press action with a browser-triggered event set to OnLoad. Choose Action > Link > Key Press. Enter a single number or lowercase letter in a Key text box and choose an action name from the pop-up menu.

Note: *There can only be one Key Press action in a page. If a second Key Press action is added, the first Key Press action will not function.*

KillFrame

KillFrame prevents pages from being loaded into a frame of a frame set. You can use this action to prevent a different Web site from displaying your page in a frame, and their logo or advertising in another frame on their Web page.

Trigger the action with a browser-triggered event set to OnLoad. Choose Action > Link > KillFrame.

Navigate History

The Navigate History action makes the browser jump backward or forward through the browser's history of links by a specified number of pages.

Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Link > Navigate History. To go backward in the history of links, enter a negative integer in the Go Where text box. To go forward, enter a positive integer.

Open Window

The Open Window action lets you open a link in a new browser window on top of the current window.

Trigger the action with a browser-triggered event set to OnLoad or a user-triggered event. Alternatively, to trigger the action when the viewer leaves the current page, use a browser-triggered action set to OnUnload. Choose Action > Link > Open Window. Reference a page or external URL for the link destination.

If you plan to use multiple Open Window actions in the current page, and want each link to open in a new window, rather than share a single new window, leave the Target text box blank for each action. To open all links triggered by an Open Window action in the same new window, enter the same alphanumeric name in the Target text box for each action.

Enter the pixel width of the new window in the first Size text box, and the pixel height in the second Size text box. Select any of the remaining options to define the new window properties. Resize and Scroll enable the viewer to resize the browser window and if necessary scroll in the window. The other options will show or hide a browser feature.

Open Window Prompt

The Open Window Prompt action prompts the viewer to enter width and height pixel values, and then opens the current page in a new window sized to those dimensions.

Trigger the action with a user-triggered event, browser-triggered event set to OnLoad, or timeline-triggered event. Choose Action > Link > Open Window Prompt. Select any of the remaining options to define the new window properties. Resize and Scroll enable the viewer to resize the browser window and if necessary scroll in the window. The other options will show or hide a browser feature.

PDF Redirect

The PDF Redirect action detects the Adobe Portable Document Format (PDF) browser plug-in and sends the browser to a specified PDF file or Web page if the plug-in is installed. If the plug-in is not installed, the browser displays the page in which the PDF Redirect action resides.

Create a page designed for browsers that don't have the PDF plug-in. For example, you can provide the PDF content in HTML format, or include a link to a Web page where viewers can download the plug-in.

In the page you designed for browsers that don't have the plug-in, trigger the action with a browser-triggered event set to OnParse in the head section of the page. Choose Action > Link > PDF Redirect. For the PDF Page text box, reference the PDF file or page that viewers will see if their browser has the plug-in installed.

Random Links

The Random Links action redirects a browser to six random links, and hides the browser window's toolbar and address bar.

Trigger the action with a user-triggered event, browser-triggered event set to OnLoad, or timeline-triggered event. Alternatively, to trigger the action when the viewer leaves the current page, use a Head Action icon set to OnUnload. Set Target to one of the following:

- To replace the current page or frame with the link, leave the text box blank or enter _self.
- To open the link in a new window every time the action is triggered, enter _blank.
- To open the link and each subsequent trigger of the action in the same new window, enter a unique alphanumeric name.
- To open the link in a frame, enter the frame name. The page must be in a frame set to target a frame.

Redirect Prompt

The Redirect Prompt action prompts the viewer for one of up to five answers and redirects them to a specific page according to their answer.

Trigger the action with a browser-triggered event set to OnLoad, a user-triggered event, or a timeline-triggered event. Choose Action > Link > Redirect Prompt. In the Question text box, enter a question that prompts the viewer for one of up to five answers. Optionally, in the Display Possible Answers text box, enter a message that contains the possible answers. (This message will be the default text in the text box that the viewer uses to enter an answer.) In the Alert If Invalid Answer text box, enter a message that will prompt viewers if they enter an invalid answer.

If you want to redirect the viewer to the same page each time they visit the current page, select the Remember Choice And Auto-redirect Next Time option. (If a viewer's browser is set to disable cookies, this option will not function.) Enter a name for the cookie.

SWF Redirect

The SWF Redirect action detects the SWF (Macromedia® Flash™) browser plug-in, and sends the browser to a page with SWF content if the plug-in is installed. If the plug-in is not installed, the browser displays the page in which the action resides.

To set up the SWF Redirect action, create a page designed for browsers that don't have the SWF plug-in. (For example, you can provide the SWF content in a different format, or add a link to a Web page where viewers can download the plug-in.)

Trigger the action with a browser-triggered event set to OnParse in the head section of the page. In the Head Action Inspector, choose Action > Link > SWF Redirect. For the SWF Page link destination, specify the Web page with SWF content that viewers will see if their browser has the plug-in installed. To display a custom message for viewers without the plug-in, select Display Alert if No Plug-in Found, and enter a message in the Alert text box.

Slide New Window

The Slide New Window action opens a new browser window and slides it to the center of the screen.

Trigger the action with a browser-triggered event set to OnLoad, a user-triggered event, or a timeline-triggered event. Choose Action > Link > Slide New Window. Reference the document that will open in the new window. In the Window Name text box, enter a unique alphanumeric name, without spaces. (If the window name is left blank, some browsers will display a new window each time the page containing the action is visited.)

Enter the pixel width of the new window in the first Size text box, and the pixel height in the second Size text box. Select any of the remaining options to define the new window properties. Resize and Scroll enable the viewer to resize the browser window and if necessary scroll in the window. The other options will show or hide a browser feature.

Target2Frames

Target2Frames lets you target two frames of a frame set with links to two different Web pages from a single link.

Trigger the action with a user-triggered event on a page that resides in a frame of a frame set. Choose Action > Link > Target2Frames. In Frame 1, enter the name of the frame in which you want the first link to appear when the action is triggered. Reference the link destination in the Link text box, or enter an external URL. In Frame 2, enter the name of the frame in which you want the second link to appear when the action is triggered. Reference the link destination in the Link text box, or enter an external URL.

TargetRemote

The TargetRemote action opens a link in a window that is already open. The TargetRemote action is applied within a page that has been opened with the Open Window action from another page. For example, you can use Target Remote to set up a small hyperlinked menu outside the main browser window so that when a viewer clicks an item in the menu window, the target URL opens in the main browser window.

Set up an Open Window action in one page to open another page in a new window. (See "Open Window" on page 423.)

Important: *If remote windows are resized in Netscape Navigator, they cannot target the original window. For this reason, the OpenWindow action should not have the Resize option selected.*

In the page that is opened by the Open Window action, trigger the TargetRemote action with a user-triggered event. In the Actions palette, choose Action > Link > TargetRemote. For the URL Link, reference the page or external URL that you want to load in the original window when the link is clicked. If the original window contains a frame set and you want the linked page to open in one of the frames, enter the name of the frame in the Optional Target Frame Name text box. Add additional user-triggered events to the page as needed and repeat.

TextSwap

The TextSwap (ID) action can replace text on a page or the contents in either a layer or a table cell with new text. Any content within the layer or table cell will be replaced by the new text. If the item to be replaced is text or the contents of a table cell, either must use an ID style. (See "Creating ID styles" on page 223 and "Applying styles" on page 233.) The new text can either display for a set number of seconds before reverting to the original content or it can disappear without restoring the original content.

Important: *This action works on Internet Explorer 5+ and Netscape 6+ browsers.*

Trigger this action with a user-triggered or timeline-triggered event. Choose Action > Link > TextSwap (ID). If the content to be replaced is inside a layer, choose the layer name from the Layer pop-up menu. If the content to be replaced is text or the contents of a table cell, enter the ID style name used without its # symbol in the Element ID text box. Enter the new text.

Enter the number of seconds the new text will display before it reverts to the original content or simply disappears. If you don't want the original text or content to return to the page when the new text disappears, select Disappear Instead Of Revert. If you want to customize the formatting of the new text, enter an HTML start tag with attributes in the <open> text box and enter its closing tag in the </close> text box. For example, if you want the new text to display in green at size 5, you can enter

```
<font color="#00FF00" size="5">
```

in the <open> text box and

```
</font>
```

in the </close> text box.

TimeRedirect

TimeRedirect lets you display a different Web page, based on the time set in the viewer's computer. When a viewer loads the page or clicks an item, the browser is redirected to one page if the current time is before the specified time and redirects to a different page if the current time is at or after the specified time.

Trigger the action with a user-triggered or a browser-triggered event. Choose Action > Link > TimeRedirect. For Time, enter the hour before or after you want the redirection to occur as an integer between 1 and 12. Select PM to set the hour as PM; leave it unselected to set the hour as AM. Select Before, and specify a page or URL to display before that time; leave this option unselected if you don't want to redirect the page before the specified time. Select At/After, and reference a page or external URL to display at or after the specified time; leave this option unselected if you don't want to redirect the page at or after the specified time.

Message

The Message menu in the Actions tab of the Rollovers & Actions palette contains actions that write text on a page, display the date a page was last uploaded to the server, open an alert message, request a password from the viewer, and display text in the browser window's status bar.

Document Write

The Document Write action is applied with a browser-triggered body action. When the browser gets to the action's code in the page, the Document Write action replaces the body action with text or code you specify, the current value retrieved by an action, or the value of a variable.

Trigger the action with a browser-triggered event at a convenient location in the body section of the page. Choose Action > Message > Document Write. Enter the text or code that you want to be written. To retrieve and write text from a variable, click the small red "C" icon adjacent to the HTML text box to change it to a blue circle icon, and choose a variable from the pop-up menu. To retrieve text from a browser-triggered action set to OnCall in the head section, click the icon again to change it to a question mark icon, and select an action from the pop-up menu.

Last Modified (ID)

The Last Modified (ID) action displays the date the page was last uploaded to the server. The date can replace placeholder text on the page, or display in either a layer or a table cell. All content within the layer or table cell will be replaced by the last modified date. If the action is applied to placeholder text or to the contents of a table cell, either must use an ID style. (See "Creating ID styles" on page 223 and "Applying styles" on page 233.)

Important: *This action works on Internet Explorer 5+ and Netscape 6+ browsers.*

Trigger the action with a browser-triggered event set to Onload or a user-triggered event. Choose Action > Message > Last Modified (ID). If you want the date to appear inside a layer, choose the layer name from the Layer pop-up menu. If the date will appear in place of text on the page or the contents of a table cell, enter the ID style name used without the # symbol in the Element ID text box.

Choose a numerical Date Format from the menu. To display the day of the week preceding the numerical date, select Include Day Of Week. In the Lead In Text textbox, enter the text you want to precede the date. If you want to customize the text formatting of the date, enter an HTML start tag with attributes in the <open> text box and enter its closing tag in the </close> text box. For example, if you want the new text to display in green at size 5, you could enter

```
<font color="#00FF00" size="5">
```

in the <open> text box and

```
</font>
```

in the </close> text box.

Last Modified (form)

The Last Modified (form) action displays the date the page was last uploaded to the server. The date displays in a form field and has the option to also display in a browser alert message.

Trigger the action with a browser-triggered event set to OnLoad. Choose Action > Message > Last Modified (form). Enter the form name in the Form text box. (For Internet Explorer viewers, the form name cannot be "form".) Enter the text field name in the Field text box. Choose a numerical Date Format from the menu. To display the day of the week as a word preceding the numerical date, select Include Day Of Week. An alert message that displays the date appears by default. Select Disable Alert to not display this alert.

Open Alert Window

The Open Alert Window action lets you open an alert dialog box with a custom text message.

Trigger the action with a user-triggered event, browser-triggered event set to OnLoad, or with a timeline-triggered event. Choose Action > Message > Open Alert Window. Enter the message that will appear in the Alert dialog box. Or to retrieve text from a variable, click the small red "C" icon adjacent to the Message text box to change it to a blue circle icon, and choose a variable from the pop-up menu. To retrieve text from a browser-triggered action set to OnCall in the head section, click the icon again to change it to a question mark icon, and select an action from the pop-up menu.

Password

The Password action lets you protect pages with a reasonable level of security without any server-side scripting. Unlike other JavaScript password-protection scripts, this action uses an encrypted password and cannot be bypassed by turning off JavaScript in the browser or viewing the source code. Creating the Password action consists of three parts: using a provided HTML file to generate an encrypted password, naming the password-protected page appropriately, and applying a Password action to a page that refers to the password-protected page.

Although the Password action provides a reasonable level of security, it is still possible to bypass the password. It is therefore not recommended for sites that require a high level of security. Also, the password-protected file must be placed in a directory that contains a default root page such as index.html (depending on your ISP), so that the contents of the directory cannot be viewed by entering the directory location into the browser.

Use your browser to open the file makepassword.html located in the GoLive 6.0/Modules/JScript/Actions/Message folder. The password you choose is case-sensitive and should not contain any spaces. Click the link on the makepassword.html page. Enter the password you want to use in the dialog box that appears and click OK. Write down the encrypted version of the password that follows "The encrypted password is" in the alert message.

Name the page that will be password-protected using the nonencrypted version of your password plus the suffix .html. For example, if your password is Sommer, the password-protected page name must be Sommer.html.

Trigger the action with a user-triggered event in a page other than the page that will be password-protected. (Do not link to the password-protected page or to anything else with the trigger link.) Choose Action > Message > Password. In the Encrypted Password text box, enter the encrypted password you wrote down. For Alert On Correct Login, enter any message you want to display when viewers enter the correct, nonencrypted password. Make sure the password-protected page and the page that links to it are located in the same directory.

Set Status

The Set Status action allows you to display a custom message in the status line at the bottom of the browser window.

Trigger the action with a browser-triggered event set to OnLoad, user-triggered event, or timeline-triggered event. Choose Action > Message > Set Status from the Message. Enter a message in the text box.

Multimedia

The Multimedia menu in the Actions tab of the Rollovers & Actions palette contains actions that interact with layers, sound, or images on a page.

Drag Layer

The Drag layer action allows viewers to drag a layer around the page in their browser window. Make sure that your page has a layer with content within it or visible properties before you create the action. (See "Laying out pages with layers" on page 144.) Trigger the action with a browser-triggered event set to OnLoad. Choose Action > Multimedia > Drag Layer. Choose the layer you want to make draggable from the Layer pop-up menu.

Flip Move

When triggered for the first time, the Flip Move action moves a layer to a new specified position. When triggered for the second time, it moves the layer to a second specified position that can be the original starting location or a new location. For example, you can attach this action to a button to let the viewer flip an object into view that is initially hidden beyond the edge of the browser window and flip it back out of sight again.

Make sure your page has a layer with content within it or visible properties before you create the action. Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Multimedia > Flip Move. Choose the layer you want to move from the Layer pop-up menu. The text boxes adjacent to Position 1 represent the location (Left and Top values) the layer will be moved to when the action is first triggered. Either enter the left and top values in the text boxes, or move the layer to the desired location and click Get to retrieve its current Left and Top coordinates. Position 2 represents the location the layer will be moved to when the action is triggered a second time. Enter the values, or move the layer to the desired location and click Get.

To make the layer slide to each location, select the Animation option, and enter a positive integer in the Ticks text box to specify the animation speed. One tick equals 1/60 of a second. The higher the number of ticks, the slower the movement. If Animation is not selected, the layer instantly appears in each specified location when the action is triggered.

Float Layer

The Float Layer action locks a layer's position relative to the browser window as the viewer scrolls the page.

Make sure your page has a layer with content within it or visible properties before you create the action. (See "Adding layers to the page" on page 145 and "Adding content to a layer" on page 146.)

Important: *Internet Explorer 4.5 and earlier will not see the layer in the specified position unless a Move To action is set up for the layer before the Float Layer action. (See "Move To" on page 431.) The Float Layer action will work in other browsers whether or not there is a Move To action in the page.*

Trigger the action with a browser-triggered action set to OnLoad, user-triggered or timeline-triggered event. Choose Action > Multimedia > Float Layer. Select the layer name from the pop-up menu. Enter the desired position to lock the layer in the Page Position text boxes. (The values use pixel units.)

Mouse Follow

The Mouse Follow action makes a layer follow the viewer's pointer inside the browser window. (The layer appears below and to the right of the pointer.) If the pointer moves off the window, the layer remains near where the pointer last appeared.

Make sure that your page has a layer with content within it or visible properties before you create the action. (See "Adding layers to the page" on page 145 and "Adding content to a layer" on page 146.) Trigger the action with a browser-triggered event set to OnLoad, user-triggered or timeline-triggered event. Choose Action > Multimedia > Mouse Follow. Choose the layer from the Layer pop-up menu.

Move By

The Move By action moves a layer horizontally, vertically, or both by a specified distance.

Make sure your page has a layer with content within it or visible properties before you create the action. (See "Adding layers to the page" on page 145 and "Adding content to a layer" on page 146.) Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Multimedia > Move By. Choose the layer you want to move from the Layer pop-up menu. Enter values in the DeltaX and DeltaY text boxes. (DeltaX represents the distance in pixels to move the layer to the right, and DeltaY is the distance to move the layer down.) Or to retrieve values from a variable, click the small red "C" icon adjacent to the Message text box to change it to a blue circle icon, and choose a variable from the pop-up menu. To retrieve text from a browser-triggered action set to OnCall in the head section, click the icon again to change it to a question mark, and select an action from the pop-up menu.

Move To

The Move To action moves a layer to a new position on the page.

Make sure that your page has a layer with content within it or visible properties before you create the action. (See "Adding layers to the page" on page 145 and "Adding content to a layer" on page 146.) Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Multimedia > Move To. Choose the layer you want to move from the Layer pop-up menu.

Enter values in the Position text boxes (the first text box represents the distance in pixels to move the layer to the right, and the right text box is the distance to move the layer down), or move the layer to the desired location and click Get. Or, to retrieve values from a variable, click the small red "C" icon adjacent to the Message text box to change it to a blue circle icon, and choose a variable from the pop-up menu. To retrieve text from a browser-triggered action set to OnCall in the head section, click the icon again to change it to a question mark icon, and select an action from the pop-up menu.

To make the layer slide to the new location, select the Animated option, and enter a positive integer in the Ticks text box to define the animation speed. One tick equals 1/60 of a second. The higher the number of ticks, the slower the movement. If Animated is not selected, the layer instantly appears in the new location when the action is triggered.

Play Scene and Stop Scene

The Play Scene and Stop Scene actions let you manage the playback of single-scene or multiple- scene animations created in the DHTML Timeline Editor. You can control multiple-scene animations dynamically by creating timeline-triggered Play Scene and Stop Scene actions or let the viewer control scene playback when they click buttons on the page.

Make sure the page has one or more scenes in it before you create the Play Scene or Stop Scene action. Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Multimedia > Play Scene or Stop Scene. Inserting a Stop Scene action is a good practice before inserting a Play Scene action; it stops any other animation that may still be playing when the viewer clicks the Play button. To set up a Stop Scene action or Play Scene action, choose the scene you want the browser to stop or play back from the Scene pop-up menu.

Play Sound and Stop Sound

The Play Sound and Stop Sound actions let you manage the playback of an audio plug-in on a page. You can control sounds dynamically by creating timeline-triggered Play Sound and Stop Sound actions or let the viewer control sound playback when they click buttons on the page.

***Note**: The Play Sound action requires a cross-platform, cross-browser audio plug-in that can be controlled by JavaScript, such as the LiveAudio plug-in.*

Make sure you have an audio plug-in on the page and that it is named in the More tab of the Inspector. Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Multimedia > Play Sound or Stop Sound. Inserting a Stop Sound action is good practice before inserting a Play Sound action; it stops any other sound track that may still be playing when the viewer clicks the Play button. To set up a Play Sound or Stop Sound action, choose the sound you want to start playing back or the sound you want to stop from the Name pop-up menu.

ShowHide

The Show/Hide action lets you show or hide the content of a layer in the page. For example, you can use this action to create drop-down menus that appear when the viewer clicks on a menu item and hide when the pointer rolls off the item. Alternatively, you can show or hide objects dynamically by inserting two keyframes in the DHTML Timeline Editor and adding Show Hide actions to the time track of the layer.

Make sure that your page has a layer with content within it or visible properties before you create the action. If you want a layer to not appear on the page until it is targeted to show by a ShowHide action, deselect Visible in the Layer Inspector. Trigger the ShowHide action with a user-triggered or timeline-triggered event. Choose Action > Multimedia > ShowHide. In the Layer menu, choose a layer. In the Mode menu, choose what should happen to the layer:

- Hide hides the layer until a Show action that targets it is triggered.
- Show displays the layer until a Hide action that targets it is triggered.
- Toggle shows or hides the layer, depending on its current visibility status.

SlideShow and SlideShowAuto

SlideShow and SlideShowAuto let you manage the playback of a series of images. SlideShow lets viewers cycle through a series of images by clicking a link. Each click displays the next image in the series. SlideShowAuto displays a series of images automatically with a specified time interval between images (similar to an animated GIF).

The following rules apply to images used for the SlideShow and SlideShowAuto actions:

- They must be in the same folder as the first image placed on the page.
- They can be either GIF or JPEG images, but you cannot mix GIF and JPEG images in the same slide show.
- They must be named in sequence, ending with 01 and the .gif or .jpg extension. For example, the starting GIF image could be named poster01.gif, and the others would be named poster02.gif, poster03.gif, and so on. Alternatively, you could name the images simply 01.gif, 02.gif, 03.gif, and so on.

- You cannot have more than one SlideShow action and SlideShowAuto action on the same page.

Place the slide show's first image in the page, and enter a unique alphanumeric name in the More tab of the Image Inspector. Trigger the SlideShow action with a user-triggered or timeline-triggered event, or trigger the SlideShowAuto action with a user-triggered or timeline-triggered event, or with a browser-triggered event set to OnLoad. Choose Action > Multimedia > SlideShow or SlideShowAuto. From the Base Image menu, choose the starting image. For # of Images, enter the total number of images in the slide show.

If you are using the SlideShow action, select any of the following playback options:

- Loop repeats the slide show after the final image is shown.
- Play Backwards displays the images from the last to the first. This option lets you create forward and backward links for the slide show.
- Palindrome plays the slide show forward and then backward continuously. To use this option, you must select Loop as well.

Leaving all three options unselected plays the slide show a single time.

If you are using the SlideShowAuto action, set the following playback options:

- For Interval (in Secs.), enter the number of seconds to wait between displaying images.
- Select Stop at End of Slideshow to play the slide show a single time only. Otherwise, the slideshow will play continuously.

Normally, all images will display with the dimensions of the base image. To enable each image to display with its own dimensions, change the base image's Width and Height values from Pixel to Image in the Image Inspector.

SlideShowAutoStop

SlideShowAutoStop is a companion action to SlideShowAuto and lets viewers pause or continue an automatic, timed slide show. For example, to create a "pause" button, you can apply this action to a button on the same page as the automatic slide show. This action can only be used on a page where the SlideShowAuto action is applied.

Trigger the action with a user-triggered event. Choose Action > Multimedia > SlideShowAutoStop.

Stop Complete

The Stop Complete action stops all animation in the browser's window. As a courtesy to viewers with slow connections, include a Stop Animation button in any animated page you create.

Trigger the action with a user-triggered event. Choose Action > Multimedia > Stop Complete.

Wipe Transition

The Wipe Transition action uses a sliding mask effect to gradually reveal or conceal the content in a layer.

Make sure that your page has a layer with content within it or visible properties before you create the action. Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Multimedia > Wipe Transition. Choose a layer in the Layer menu. Select an option from the Transition menu to determine the way the layer will be wiped in (revealed) or out (concealed). Enter a positive integer in the Steps text box to determine the number of steps for the transition. The higher the number of steps, the smoother the transition appears.

Others

The Others menu in the Actions tab of the Rollovers & Actions palette contains actions that display clocks, set browser window properties, print a page, set the page background color, display search engine results, or fix a Netscape CSS and layer-related problem.

Clock Date (ID)

The Clock Date (ID) action displays a live text-based clock that can display the local date, local time, or both. The clock uses the viewer's system clock to determine the local date and time. The clock can replace placeholder text on the page, or display in a layer or a table cell. If the action is applied to placeholder text or the content in a table cell, either must use an ID style. (See "Creating ID styles" on page 223 and "Applying styles" on page 233.)

Important: *This action works on Internet Explorer 5+ and Netscape 6+ browsers.*

Trigger the action with a browser-triggered event set to OnLoad. Choose Action > Others > Clock Date (ID). If you want the clock to appear inside a layer, choose the layer name from the Layer pop-up menu. (All content within the layer will be replaced by the clock.) If the date will appear in place of text on the page or the contents of a table cell, enter the ID style name used without the # symbol in the Element ID text box.

Select Show Local Time if you want to display the time. Select Use 24-hour Time to display 24-hour time, or leave it unselected to display 12-hour A.M. and P.M. time. To display the local date, select Show Date and choose a numerical date format from the pop-up menu. To display the day of the week as a word preceding the numerical date, select Include Day Of Week. In the Lead In Text textbox, enter the text you want to precede the date. If you want to customize the text formatting, enter an HTML start tag with attributes in the <open> text box and enter the HTML closing tag in the </close> text box. For example, if you want the new text to display in green with a size of 5, you could enter

```
<font color="green" size="5">
```

in the <open> text box and

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</font>
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in the </close> text box.

Digital Clock

The Digital Clock action displays a live clock that displays the local time using images that you provide. The clock uses the viewer's system clock to determine the local time.

Create ten different images to represent the numbers 0 through 9 and place them in the same folder. The images must all be either GIFs or JPEGs, and cannot be a combination of both. The images must be named either 0.gif, 1.gif, 2.gif, and so on, or 0.jpg, 1.jpg, 2.jpg, and so on. Place any four of the images on your page to serve as placeholders for the clock digits. In the More tab of the Image Inspector, enter a unique name for each image placeholder.

Normally, all images will display with the dimensions of the base image. To enable the images to display with different dimensions, change the base image's Width and Height values from Pixel to Image in the Image Inspector.

Trigger the action with a browser-triggered event set to OnLoad. Choose Action > Others > Digital Clock. Choose an image name from each of the Digit pull-down menus to associate each clock digit with one of the placeholder images. Select Use 24-hour Time to display 24-hour time, or leave it unselected to display 12-hour A.M. and P.M. time. To identify the clock's image directory, reference any of the ten images that represent the clock numbers.

Netscape CSS Fix

The Netscape CSS Fix action is a workaround for a program error in Netscape Navigator 4.x that causes Web pages to lose cascading style sheet information when the viewer resizes the browser window. Use this action on any pages that contain layers because layers are built with cascading style sheets.

Trigger the action with a browser-triggered event set to OnLoad in the head section of the page. Choose Action > Others > Netscape CSS Fix. Test your animations or actions in Netscape Navigator 4.0.

Note: *With frame sets, be sure to use the action in the head section of the pages that appear within the frames and not the frame set.*

Print Document

The Print Document action displays the browser's print dialog box to print the current Web page or frame of a frame set. The action must reside within the page or frame you want to print and cannot target a different page or frame.

In the page that you want to print, trigger the action with a user-triggered or browser-triggered event. If the page you want to print is part of a frame set, enter the page's frame name.

Note: *This action works with Netscape Navigator 4+ and Internet Explorer 5+ browsers.*

ResizeWindow

The ResizeWindow action resizes the browser window. Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Others > ResizeWindow. Enter pixel values for the Width and Height text boxes.

Scroll Down, Left, Right, Up

The Scroll Down, Scroll Left, Scroll Right, and Scroll Up actions let you dynamically scroll the browser window. For example, you can use these actions to let the viewer follow the path of a layer traveling beyond the margin of the window.

Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Others > Scroll Down, Left, Right, or Up. Enter a pixel value in the Scroll Pixels text box to specify the distance that you want the window to scroll. Enter a pixel value in the Scroll Speed text box to specify how fast you want the window to scroll. The higher the value you enter, the faster the speed.

Scroll Status

The Scroll Status action displays a text message that scrolls horizontally in the status bar at the bottom of the browser's window.

Trigger the action with a user-triggered event, browser-triggered event set to OnLoad, or timeline-triggered event. Choose Action > Others > Scroll Status. Enter a message in the message field. Enter a value between 1 and 1000 for the scrolling speed (1 represents the fastest speed, and 1000 the slowest). Select Scroll Reverse (Left To Right) to have the text scroll from the left side of the window to the right and repeat when the text first reaches the right side of the window. Deselect this option to have the text scroll from the right to the left and off the page in a seamless loop.

Search Engine

The Search Engine action uses input from a predefined search string or viewer input from a form, and opens a new browser window that contains the search engine results.

Trigger the action with a browser-triggered event set to OnLoad, a user-triggered event, or a timeline-triggered event. User-triggered events can be attached to form objects, a submit button, or a form event. (If your action is using viewer input from a form, first create a form and name it, and then choose the trigger.) If the action is attached to a text field, trigger the action with the Key Blur event. If the action is attached to a Text Area field, trigger the action with the Text Change event. Choose Action > Others > Search Engine, and do one of the following:

- To use input from a predefined search string, leave the Form Name and Field Name blank. Select Define Your Own Search String, and enter a text string with a plus sign (+) between each word.
- To use viewer input from a form, enter the name of the form, and the name of the field that will gather the search string. Make sure that Define Your Own Search String is not selected.

Choose a search engine from the Use This Search Engine menu. If you want the search engine results to display in an existing window or frame, enter the window or frame name.

To display search results from multiple search engines, add a new Search Engine action for each desired search engine. If you triggered the first Search Engine action with a user-triggered event, use the same trigger.

Set BackColor

The Set BackColor action lets you change the background color of the browser window. Trigger the action with a user-triggered or timeline-triggered event. Choose Action > Others > Set BackColor. Click the Background Color field and select a color from the Color palette.

World Clock

The World Clock action displays a live clock showing the time of a specified world time zone. The clock displays in the browser's status bar, in an existing form field on the page, or both.

Important: *To create an accurate clock, the local time zone on your computer must be set to the correct time.*

Trigger the action with a browser-triggered event set to OnLoad or a user-triggered event. Choose Action > Others > World Clock. To display a message to the left of the clock, enter the message in the Clock Message text box. Select the Use 24-hour Time option to display 24-hour time, or leave it unselected to display 12-hour A.M. and P.M. time.

In the GMT Offset text box, enter the number of hours between your desired location and Greenwich mean time (GMT) as a value between -12 and +12. You can click the Globe icon next to the GMT offset text field to look up a city's GMT offset. The button launches the default browser, which opens a time zone chart at http://www.timeanddate.com/worldclock/. Click on a city to look up its GMT offset. (GMT is zero; time zones west of GMT have a negative offset value, and time zones east of GMT have a positive offset value. For example, U.S. eastern standard time (EST) is five time zones to the west of GMT and has a GMT offset of –5; central Europe time (CET) is one time zone to the east of GMT and has a GMT offset of +1.)

Select the Daylight Savings Time option if daylight savings time (DST) occurs in the selected time zone. Select the Status Bar option to display the clock in the browser's status bar, and select the Form Field option to display the clock in an existing form on the page. If you selected Form Field, enter the form name and field name for the text field in which the clock will display.

RealOne

The RealOne menu in the Actions tab of the Rollovers & Actions palette lists actions you can use to control the playback of presentations in RealOne Player documents or Real media in the RealPlayer plug-in. In addition, you can retrieve information about the RealOne Player that a viewer is using or about the clips that are playing.

Except for the Embedded Actions action (which appear in the browser itself), you set up RealOne Player actions in the Web page that appears in the Browser Pane frame or the Info Pane frame of your RealOne Player document. Trigger the action with a user, timeline, or browser-triggered action, and then choose an action from the Action > RealOne menu.

For more information on scripting for the RealOne Player, see the RealOne Scripting Guide available on the RealNetworks Web site at http://service.real.com/help/library/encoders.html.

For more information about creating RealOne Player documents in GoLive, see the *Adobe GoLive CS Multimedia Authoring Guide* on the Adobe Web site.

Add To Now Playing List

Opens the "Now Playing" list and adds a URL to the clip list after the current clip. Optionally, it displays an associated URL in the page that appears in the Info Pane frame with the specified height and width when the added clip plays, and a URL to the page in the Browser Pane frame.

Choose Action > Real One > AddToNowPlayingList.

Reference the URL that you want to add to the RealOne Player clip list in the Clip URL text field. To display a page in the Info Pane frame when the added clip plays, reference the page in the Info Pane URL text field. Use the value, "_keep" in the Info Pane URL to keep the current info pane. To define the width and height of the Info Pane frame, enter a pixel value in the Info Pane Width and Height text boxes. If no value is defined, the width defaults to 320 pixels and the height is the same as the document that displays in the Media Pane frame.

To display a media file in the Media Pane frame or in a new browser window, reference the URL in the Media Browser URL text field, and then choose a display option from the Media Browser Target menu. To display information about the clip that is playing, enter values in the Clip Infos text boxes.

Clear Now Playing List

Clears the RealOne Player's current playlist and stops any clips currently playing. Call this method before using any of the other methods to synchronize playback.

Choose Action > Real One > ClearNowPlayingList.

Embedded Actions

Choose from a wide variety of different actions, including setting playback controls, retrieving or setting media and clip information, changing embedded player attributes, and specifying clips to play.

Open the Web page that contains an embedded RealPlayer plug-in or RealPlayer active X control, select the RealOne placeholder on the page, and enter a name for it in the More tab of the Plug-in Inspector. Trigger the action with a user, timeline, or browser-triggered action in the Web page. Choose Action > Real One > EmbeddedActions in the Actions tab of the Rollovers & Actions palette. Choose the RealOne file from the RealOne Object menu, and choose an action from the Method menu.

For more information about the actions listed in the Method menu, see the RealOne Scripting Guide available on the RealNetworks Web site at http://service.real.com/help/library/
encoders.html.

Get Clip Info

Retrieves the specified value of the clip information as authored by the media provider. This method only works for clips launched from HTML in the Info Pane frame.

Choose Action > Real One > GetClipInfo. Choose the clip property you want to retrieve from the Property menu.

Get Installed Components

Returns a string containing all of the DLLs installed by RealOne Player and their associated version numbers. The component type and version number are separated by a colon (:). Each DLL is separated by a pipe symbol (|).

Choose Action > Real One > GetInstalledComponents.

Get Player Property

Retrieves the value of a property you specify.

Choose Action > RealOne > GetPlayerProperty. Choose a property from the Property menu. For more information on the properties listed in the Property menu, see the RealOne Scripting Guide available on the RealNetworks Web site at http://service.real.com/help/library/encoders.html.

Get Player State

Returns an integer to describe the current player state: 0 indicates the player is stopped; 1is contacting; 2 is buffering; 3 is playing; 4 is paused; 5 is seeking; 6 is showing a modal dialog box.

Choose Action > Real One > GetPlayerState.

Get Version Number

Returns the RealOne Player version of the current player or other media plug-in. For more information on this action, see the RealOne Scripting Guide available on the RealNetworks Web site at http://service.real.com/help/library/encoders.html.

Choose Action > Real One > GetVersionNumber. Choose an item from the Application/Component menu; or, to specify an item that isn't listed, enter its name in the Component text field. Enter the Major and Minor version numbers of the RealOne Players that support your presentation in the max Version and min Version text fields. Select unpack to return the version number in a more readable format.

Handle Action

Performs a specified action. CD, MyDevices, Radio, and Web display the respective tab in the player. Now Playing displays the "Now Playing" list, and ShowEqualizer displays the player's Equalizer dialog box.

Choose Action > Real One > Handle Action. Then choose the desired action from the Action pop-up menu.

Navigate To URL

Opens a specified URL in a specified target window, and has the option to delay when the URL displays.

Choose Action > Real One > NavigateToURL. Enter the URL to display in the Media Browser URL text field, and choose where to display the URL from the Media Browser Target menu. To display the URL after the clip starts playing, enter the number of seconds to delay the clip in the Media Browser Delay text box.

Play Clip

Plays a clip from a specified URL in the Media Pane frame, and can also display a URL in the Media Pane frame or a new browser window.

Choose Action > Real One > PlayClip. Reference the URL to play the clip. To display a page in the Info Pane frame when the added clip plays, reference the page in the Info Pane URL text field. To define the width and height of the Info Pane frame, enter a pixel value in the Info Pane Width and Height text boxes. If no value is defined, the width defaults to 320 pixels and the height is the same as the document that displays in the Media Pane frame. To display a Web page in the Media Pane frame or in a new browser window, reference the URL in the Media Browser URL text field, and then choose a URL display option from the Media Browser Target menu. To display the URL after the clip starts playing, enter the number of seconds you want to delay the clip in the Media Browser Delay text box. To add the clip to the "Now Playing" list, select that option. To display information about the clip that is playing, enter values in the Clip Infos text boxes.

Preload URL

Retrieves a specified Web page URL to store in memory to be opened later. This enables the specified URL to playback more reliably.

Choose Action > Real One > PreloadURL.

Set Video Background Color

Sets the video background to a specfied color, and has the option to delay when the color displays.

Choose Action > Real One > SetVideoBackgroundColor. To set the Video Background Color value, either click in the text box to define a color in the Color palette, or click the lower right corner of the Video Background Color text box to choose a color from the pop-up menu. To display the color after the clip starts playing, enter the number of seconds to delay the clip in the Media Browser Delay text box.

Show Artist Info

Shows or hides the artist information in the Info Pane frame.

Choose Action > Real One > ShowArtistInfo. Select Show Info to show the artist information or deselect it to hide the information.

Show Preferences

Displays the player's Preferences dialog box with a specified category and page.

Choose Action > Real One > ShowPreferences. Choose a category and page to display from the pop-up menu.

Specials

The Specials menu in the Actions tab of the Rollovers & Actions palette contains actions that manage or interact with other actions in a page, or call upon other values in a page.

Action Group

The Action Group action lets you group other actions and trigger them together. This action is most useful on the Actions Track of the Timeline Editor, but can also be used with buttons or a text link if you want to let the viewer decide whether to run the grouped actions or not.

Trigger the action with a user-triggered, timeline-triggered, or browser-triggered action. In the Action Inspector, choose Action > Specials > Action Group. Click the Create New Item button, choose an action from the Action pop-up menu, and set its options. Continue to add and choose actions to the Actions List until you have added all the desired actions to the Action Group.

Call Action

The Call Action triggers another action on the page. For Call Action to work, the action it triggers must be set to OnCall (see "Setting up browser-triggered actions" on page 415). The Call Action action can be used to make your actions modular and easier to maintain. For example, if your page contains a button and a text link that jump to the same URL, you can add a GoToLink action set to OnCall in the header and trigger it with the Call Action applied to the button and the text link. If you decide to change the URL referenced by the two controls, you will only need to change the GoToLink action.

Make sure there are one or more actions set to OnCall on the page. Trigger the CallAction with a user-triggered or timeline-triggered event. Choose Action > Specials > Call Action. Choose an action from the pop-up menu.

Call Function

The Call Function action calls a function from the head section of the page.

Make sure there are one or more functions defined in the head section of the page. Trigger the action with a browser-triggered event set to OnLoad. Choose Action > Specials > Call Function. Choose a function from the Function pop-up menu, and enter a comma-separated list of function arguments in the Argument text box.

Note: *Action-based JavaScript calls will make it easier for JavaScript-savvy developers to create new actions.*

Condition

The Condition action monitors the browser window for the occurrence or nonoccurrence of an event and triggers one of two other actions if the specified condition is true or false. You can choose among four actions to be the condition: Intersection, KeyCompare, Timeout, and Test Variable. (See "Intersection" on page 442, "KeyCompare" on page 442, "Timeout" on page 443, and "Test Variable" on page 445.) To monitor multiple occurrences of an event in a session, set up an Idle action.

Trigger the action with a browser-triggered event set to OnLoad or a user-triggered event. Choose Action > Specials > Conditions. In the Condition tab of the Action Inspector, choose one of the four conditions from the Action > Specials or Action > Variables menu. In the True tab, specify an action to be executed when the specified condition evaluates to true. In the False tab, specify an action to be executed when the specified condition evaluates to false. For example, if you have an image on your page, you can use the Set Image URL action (see "Set Image URL") to swap the image content based on the result of the condition action.

Idle

The Idle action inserts a script that monitors the browser window for a specified condition and triggers other actions, depending on whether the condition is true or false. You can choose among four actions to be the condition: Intersection, KeyCompare, Timeout, and Test Variable. (See "Intersection" on page 442, "KeyCompare" on page 442, "Timeout" on page 443, and "Test Variable" on page 445.) These are best used in the head section of the page because the conditions are monitored automatically.

Intersection

The Intersection action is designed for use with the Idle or Condition action, which must reside in the head section as a browser-triggered event. The Intersection condition monitors the browser window for the physical intersection of two layers. It is true when the layers overlap in the browser window and false while they don't. You can use the result of this action to trigger two further actions.

This action supplements the Drag Layer action (see "Drag Layer" on page 429). An intersection occurs when the paths of two layers cross. The Intersection action may be connected, for example, with a Set BackColor action.

To set up an Intersection action, trigger the action with a browser-triggered action set to OnLoad. Choose Action > Specials > Idle or Condition. In the Condition or Idle tab of the Action Inspector, choose Action > Specials > Intersection. If you chose Idle and want the action to terminate the first time the Timeout Intersection condition is true, select the Exit Idle If Condition Returns True option. By activating this option, you instruct the script to monitor the browser window for a single event.

Select the layers you want to monitor for the intersection from the two Layer pop-up menus. In the True tab, choose the action you want to have triggered when an intersection occurs. In the False tab, choose the action to be executed while the layers don't overlap.

KeyCompare

The KeyCompare action launches an action when the viewer presses a selected key. This action is designed for use with the Idle action, which must reside in the head section of the page as a browser-triggered event. You can use the KeyCompare action, for example, to simulate Windows-style access keys for objects on your page.

To set up a KeyCompare action, trigger the action with a browser-triggered action set to OnLoad. Choose Action > Specials > Idle. In the Condition tab of the Action Inspector, choose Action > Specials > KeyCompare. Enter the ASCII character code that corresponds to the desired keystroke in the CharCode text box. In the True tab, choose the action you want the keystroke to trigger. Return to the page and add a visual hint for the viewer—for example, an instruction such as "Press K".

Important: *Do not specify an action in the False tab. If an action is specified in the False tab, it will be triggered before the user has a chance to press a key to trigger the True condition.*

Timeout

The Timeout action is a timer and switch combination that lets you specify a time span after which the browser should switch between two states. This action is designed for use with the Idle action, which must go into the head section of the page as a browser-triggered event. The condition it monitors is false while the timeout period still lasts and true when the timeout period has elapsed. Either state has its own action. You can use this action to implement a timed switch in the browser window—for example, to switch the content of a banner image.

To set up a Timeout action, trigger the action with a browser-triggered event set to OnLoad. In the Head Action Inspector, choose Action > Specials > Idle. In the Condition tab of the Action Inspector, choose Action > Specials > Timeout. If you want to have the action stop the first time the Timeout condition is true, select Exit Idle If Condition Returns True. By activating this option, you instruct the browser to switch states once only.

Enter a time span in seconds in the Timeout (secs.) text box. In the True tab, choose the action to be triggered when the Timeout limit has elapsed. For example, set the Timeout action to trigger a Set Image URL action (see "Set Image URL"), causing the browser to change the content of an image. In the False tab, choose the action to be executed while the Timeout period still lasts. In the example above, you would use a second Set Image URL action that supplies an alternative image.

Variables

GoLive features a set of actions in the Actions tab of the Rollovers & Actions palette that allows you to use variables. You can use variables as input for other scripted actions, replacing settings you would make in the Inspector.

There are two major uses for assigning values to variables at runtime, which you define with the Set Variable action:

- You can use variables as pseudo-constants to specify a fixed value for another action.
- You can dynamically store object properties in variables at runtime and set a cookie to write them to the viewer's hard disk. This is possible for selected properties of the browser window, such as background color.

To use a variable in a page, you must declare it with the Declare Variable action first. After declaring a variable, you may want to initialize it with the Init Variable action.

Declare Variable

To use a variable in a page, you must declare it with the Declare Variable action first.

Trigger the action with a browser-triggered event set to onParse in the head section of the page. Choose Action > Variables > Declare Variable.

Enter a unique name in the Name text box. Choose an appropriate data type from the Type menu:

Boolean Any on/off state.

Integer Any integer value.

Float Any floating point value.

String Any string value.

Layer Any layer in the current page.

Layer Position Location of a layer in the current page.

Image Any image in the current page.

URL Any URL in the current page.

Color Any color in the current page.

Scene Any scene in the current page.

OnCall Action Any action from the head section of the page whose trigger is set to OnCall.

Function Any function declared in the head section of the page.

Use the Cookie text box to enter the name of the cookie in which you want to store the value of the variable on the viewer's hard disk. Then use the Write Cookie and Read Cookie actions to set the cookie and read its content, respectively.

DeleteCookie

DeleteCookie is a companion action to VisitorCookie. It lets you delete an existing cookie by entering the cookie's name. This is useful for testing the VisitorCookie action. For example, you might be sent to one page the first time you test the VisitorCookie action, and then to another page on subsequent visits. By using the DeleteCookie action, you can change the original page and still be able to revisit it.

Trigger the action with a user-triggered event, or a browser-triggered event set to OnLoad in the head section of the page. Choose Action > Variables > DeleteCookie. For Cookie Name, enter the name of the cookie you want to delete.

Init Variable

After declaring a variable, you may want to initialize it with the Init Variable action. Trigger the action with a browser-triggered event set to onParse in the head section of the page. Choose Action > Variables > Init Variable. Choose the variable you want to initialize from the Variable menu. (You must declare your variable beforehand for it to appear in the pop-up menu.)

The Value item changes automatically with the type of the variable. Use the appropriate control to supply an initial value:

Boolean A check box (selected is true, unselected is false).

Integer A text box that accepts whole numbers only.

Float A text box that accepts numbers with decimal points.

String A text box that accepts any string of text.

Layer A pop-up menu showing all layers in the page.

LayerPos Two x and y text boxes for the position of a layer and a Get button that reads the current position.

Image A pop-up menu listing the named images in the current page.

URL A typical text box, Browse button, and pick whip combination for specifying URLs.

Color A color field that brings up the Color palette when clicked.

Scenes A pop-up menu that lists all scenes in the current page.

OnCall Action A pop-up menu listing all actions from the head section that have their trigger set to OnCall.

Functions A pop-up menu that lists all function declarations from the head section of the current page.

Read Cookie

The Read Cookie action retrieves information stored in a cookie at runtime and writes a cookie value into all variables assigned to that cookie. A cookie can be read when the page loads, or when a viewer clicks an item in the page.

To have the browser read the cookie when the page loads, trigger the action with a browser-triggered event set to OnLoad in the head section of the page. To have the browser read a cookie when a viewer clicks a specific item in your page, trigger the action with a user-triggered event. Choose Action > Variables > Read Cookie. Enter the name of the cookie specified in the Write Cookie action in the Name text box.

Set Variable

You may want to assign a certain value to a variable at runtime. Trigger the action with a browser-triggered event set to OnLoad in the head section of the page or a user-triggered event. Choose Action > Variables > Set Variable. Enter a unique name for the Set Variable action in the Name text box.

Choose the variable whose value you want to set from the Variables pop-up menu. The Value item changes automatically with the type of the variable. Use the appropriate control to supply an initial value, as explained in the section on variable initialization. (See "Init Variable" on page 444.)

Test Variable

Test Variable is an extension to the Idle action that allows you to read the current value of a variable at runtime and compare it with a value you specify. This comparison evaluates either as true or false, and the result can be used to trigger two alternative actions.

Trigger the action with a browser-triggered event set to OnLoad in the head section of the page. In the Head Action Inspector, choose Action > Special > Idle. In the Condition tab of the Action Inspector, choose Action > Variables > Test Variable. Choose the variable whose value you want to compare from the Variable menu. The Value item changes automatically with the type of the variable. Use the appropriate control to supply a value you want to test the variable against, as explained in the section on variable initialization. (See "Init Variable" on page 444.) Choose the type of comparison from the Operation menu.

Note: *Not all comparison operators work with all types of variables. For example, using "Greater than" with a string variable will result in a JavaScript error in the browser because the browser expects a number.*

Times Visited

The Times Visited action displays messages that are customized according to the number of times a viewer visits the Web page. (This action uses cookies. If a viewer's browser is set to disable cookies, the action will not function.)

Trigger the action with a browser-triggered event set to OnLoad, a user-triggered event, or a timeline-triggered event. Choose Action > Variables > Times Visited. Enter a message in the 1st Time Visitor Message text box. To display a different message when the viewer revisits the page, select the Show This Message + Total Visits option, and enter a message. (The number of times the viewer has visited the page will appear next to the message in the browser alert window.) To have an additional message appear after the viewer has visited the page a specified number of times, select the Optional Message option, enter a message, and enter the number of visits criterion. Enter a name for the cookie.

When you preview the action multiple times in a browser, you can simulate the browser's behavior when viewers visit the page for the first time by renaming the cookie before previewing the page.

VisitorCookie

VisitorCookie lets you create a custom page for first-time visitors. The first time a viewer visits the page or performs a specific mouse event, the VisitorCookie action creates a cookie. The cookie is stored on the viewer's computer if they have not set up their browser to deny cookies. On subsequent visits or mouse events, the viewer is redirected to a different page. For example, you might want first-time visitors to go to a special page with a "Welcome" message, but to the main page on subsequent visits.

Trigger the action with a user-triggered event, or a browser-triggered event set to OnLoad. Choose Action > Variables > VisitorCookie. Enter a name in the Give Your Cookie A Unique Name text box. For Redirect After 1st Visit link destination, reference a page to display the next time the viewer triggers the action.

WriteCookie

The WriteCookie action allows you to store the value of a variable temporarily on the viewer's hard disk. This function enables you to make viewer-customizable pages, because it allows the viewer to change the properties of the browser window and reload their own personalized version of the page later on.

Trigger the action with a browser-triggered event set to OnLoad in the head section of the page. Choose Action > Special > WriteCookie. Enter a name for the cookie in the Name text box. This name will be used when the Write Cookie action sets the cookie at runtime. In the Expires After text box, enter an expiration date (in hours) to determine how long the cookie will last after it has been set. Set optional attributes:

- Path lets you specify the subset of URLs in a domain for which the cookie is valid. If a cookie has already passed domain matching, then the path name component of the URL is compared with the path attribute, and if there is a match, the cookie is considered valid and is sent along with the URL request.
- Domain lets you specify a valid Internet domain name. When searching the cookie list for valid cookies, the attribute you specify here for the current cookie is compared with the Internet domain name of the host from which the URL will be fetched. If the tails of both domain names match, then the cookie will go through path matching to see if it should be sent.

- Secure lets you ensure that the cookie will be transmitted only if the communications channel with the host is a secure one. If secure is not specified, a cookie is considered safe to be sent in the clear over unsecured channels.

Using Web Settings

About Web Settings

Web Settings is an essential component of GoLive that makes sure your Web documents are written with valid source code. It comes with a complete inventory of HTML elements, special character codes, file mappings, and browser display profiles. The Web Settings window contains several different tabs that you can edit to accommodate new or modified elements as standards evolve. Web Settings also serves as a reference manual, assisting Web authors in choosing the proper elements and attributes for their Web pages.

Restoring default Web Settings

If you've made changes to Web Settings that you'd like to remove, you have several options. You can prevent the window from saving the changes when you close it, you can restore the default settings of selected items or all settings in a Web Settings tab, or restore the entire set of Web Settings to the default settings.

To view Web Settings:

Choose Edit > Web Settings (Windows) or GoLive > Web Settings (Mac OS).

To close Web Settings without saving any changes:

1. Press Alt (Windows) or Option (Mac OS) and close the Web Settings window.
2. Click No when asked if you want to save Web Settings.
3. Exit or quit GoLive, and restart the application.

Web Settings is restored to the settings it contained before you last opened it.

To restore the default settings of selected items:

1. In the Markup, Characters, or File Mappings tab, select any element, attribute, enumeration, character, or suffix that is labeled "change" or "x" under the User column.
2. Press Delete on the keyboard.
3. Click Yes when prompted to confirm the removal of all changes from the selected item.

To restore the Web Settings defaults:

1. Exit or quit GoLive.
2. Locate the Settings7 folder:

- (Windows) Documents and Settings/*[username]*/Application Data/Adobe/Adobe GoLive/Settings7
- (Mac OS) Mac OS X/Users/*[username]*/Library/Preferences/ Adobe/GoLive /Settings7

3. Delete the FileMappings, MarkupBasics, and MarkupGlue folders.

Note: *Do not delete the FileMappings, MarkupBasics, and MarkupGlue folders that are located in the GoLive application folder.*

4 Restart GoLive.

A default set of Web Settings is created.

To restore a particular tab of Web Settings to its default settings:

1 Locate the Settings7 folder:

- (Windows) Documents and Settings/*[username]*/Application Data/Adobe/Adobe GoLive/Settings7
- (Mac OS) Mac OS X/Users/*[username]*/Library/Preferences/ Adobe/GoLive/Settings7

2 Do one of the following:

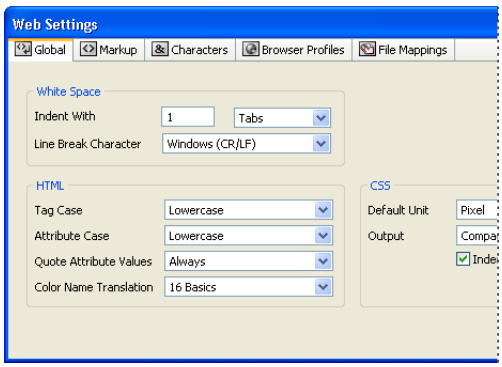
- To only restore the Global tab, delete the MarkupBasics folder.
- To only restore the Markup tab, delete the MarkupGlue folder.
- To only restore a specific panel of the Markup tab, delete a folder in the MarkupGlue folder.
- To only restore the Characters tab, delete the "user_entities.aglmga" file in the MarkupGlue/html folder.
- To only restore the File Mappings tab, delete the FileMappings folder.

To delete new items added to the Markup, Characters, and File Mappings tabs:

Select an item that is marked "new" or "x" in the User column of the Markup, Characters, or File Mappings tab, and press Delete on the keyboard.

Using the Global tab

The Global tab of the Web Settings window contains options for formatting the source code, such as indentation, and lowercase and uppercase usage. You can preview most changes you make to the Global panel options in the Source Code palette.



Global tab of Web Settings

You can set options relating to white space, HTML code, and cascading style sheets:

Indent with: Sets the indentation value and the type of indentation between sets of container tags in the source code.

Line break character: Specifies how line breaks are written for your Web server platform:

- Macintosh (CR) inserts a carriage return character only.

- Unix (LF) inserts a line feed character only.
- Windows (CR/LF) inserts a carriage return and line feed character combination.

Tag case, Attribute case: Specifies how HTML tags or attributes are written:

- Upper Case uses only uppercase characters in the tag or attribute name.
- Lower Case uses only lowercase characters in tags or attributes.
- Capital capitalizes the first letter of each tag or attribute name.

Quote attribute values: Determines whether values for HTML tag attributes are enclosed in straight quotation marks:

- Always inserts quotation marks around all attribute values, for example, <IMG SRC="logo.gif">.
- Except Numbers encloses all attribute values, except for numerals, for example, <IMG SRC="logo.gif" width=50>.
- Only if Necessary inserts quotation marks if there is a risk of ambiguity.

Color name translation: Determines whether color values are written using color names:

- Do Not uses hexadecimal RGB values, for example, "#000000" for "Black".
- 16 Basics uses the color names for sixteen basic colors, such as "purple" for the hexadecimal value "#800080", and uses the hexadecimal value for all other colors.
- Netscapes uses the Netscape-specific color names for certain RGB color values, such as "Lime" for the RGB value "0, 255, 0," and uses the hexadecimal value for all other colors.

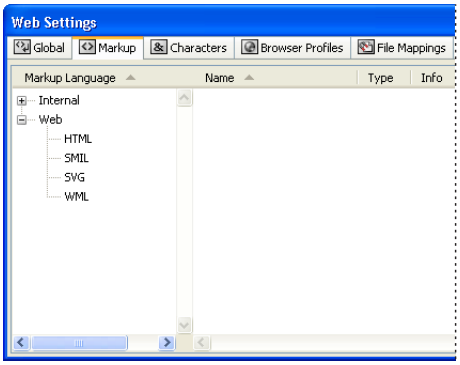
Default Unit: Specifies the default unit used in Cascading Style Sheets (CSS).

Output: Determines the spatial format used to arrange CSS source code.

Indent: Specifies whether CSS source code is indented.

Using the Markup tab

The Markup tab of Web Settings contains the entire range of HTML, SMIL, SVG, WML, and GoLive proprietary elements that GoLive can read and write. The information stored in the Markup tab is used by GoLive's Syntax Checker. HTML-standard elements include all those specified by the HTML 2.0 and 3.2 standard publications, plus HTML 4.0 forms tags. You can add elements to the list and edit existing elements as the current HTML standard evolves. In addition, you can import an XML Document Type Definition (DTD) file and bind it to file extensions and mime types.



HTML pane in the Markup tab of Web Settings

Viewing elements in Web Settings

You can use Web Settings to look up the proper use of an HTML, SMIL, SVG, or WML element and its attributes. The panes can be organized into sections, or you can view all the elements alphabetically. Element, attribute, or enumeration information is displayed in the Inspector.

To view elements:

1 In the Markup tab of Web Settings, expand a section and select a Markup Language.

2 In the Markup tab, scroll through the list in the right pane (if the view is set to Structured, expand a section), and select an element. The Web Settings Element Inspector displays the structural information for that element.

3 In the Markup tab, to see an element's attributes, expand the tag, and select the attribute (some tags do not have attributes). To see an attribute's enumeration, expand the attribute, and select the enumeration (Some attributes do not have enumerations). For more information regarding the tag, attribute, and enumeration options in the Inspector, see "Editing an element" on page 452, "Editing an attribute" on page 454, or "Editing an enumeration" on page 455.

To show or hide columns in the Markup tab:

From the context menu of any of the column heads, Right-click (Windows) or Control-click (Mac OS), and choose a column name or an option. You can show or hide all of the columns, or show a selection of columns.

Editing the Markup tab

The Markup tab in the Web Settings window provides a convenient editing environment for adding, modifying, or removing elements and their attributes, and enumerations. All new and existing items in the Markup tab of Web Settings are used by the Syntax Checker.

For information on closing Web Settings without saving changes or on restoring default Web Settings, see "Restoring default Web Settings" on page 448.

Important: *Errors made while editing Web Settings can cause serious damage to your documents. Before making any changes, check the current HTML specifications defined by the World Wide Web Consortium (W3C) at http://www.w3c.org.*

To add a new item to the Markup tab:

1 In the Markup tab of the Web Settings window, select a Markup language in the left pane, click in the right pane, and do one of the following:

- To add an element, click the New Element button in the toolbar or choose Add Element from the context menu.
- To add an attribute to an element, select an element or an existing attribute of the element, and click the New Attribute button in the toolbar.
- To add an enumeration to an attribute, select the attribute. In the Basic tab of the Inspector, choose Enumeration from the Value Type pop-up menu, and click the New Enumeration button in the toolbar.
- To duplicate an element, attribute, or enumeration, select it and click the Duplicate button in the toolbar.

2 With the new item selected, edit the properties in the Inspector. (See "Editing an element" on page 452, "Editing an attribute" on page 454, or "Editing an enumeration" on page 455.)

Note: *To add new Web Settings elements to a document, you must hand-code them in the document's Source Code Editor. To add new element attributes or enumerations to a document, you must hand-code them in the Source Code Editor, or select them from the attribute or enumeration pop-up menus in the Outline Editor.*

To delete items that were added to the Markup tab:

Select the item, and press Delete on the keyboard.

Note: *You cannot delete any elements that are installed by default.*

Editing an element

Use the Web Settings Element Inspector to set an element's function and structure. You can edit elements or define new elements.

For information on closing Web Settings without saving changes or on restoring default Web Settings, see "Restoring default Web Settings" on page 448.

Important: *Errors made while editing Web Settings can cause serious damage to your documents. Before making any changes, check the current HTML specifications defined by the World Wide Web Consortium (W3C) at http://www.w3c.org.*

To edit an element:

1 Select the element in the Markup tab of Web Settings, and in the Basic tab of the Inspector enter the element name in the Name text box.

2 Enter a description in the Comment text box.

3 Choose one of the following from the Structure pop-up menu:

- Block creates a block-level container element that can contain other elements (for example, the <BODY> tag).
- Inline Visible creates an element that has visible content. This element can only exist within a container element, such as the <IMG> tag.
- Inline Invisible creates an element that can only exist within a container element, has visible content, but isn't visible itself (although it influences a visual property of the content), such as the <BOLD> tag.
- Inline Container creates a container element that can only exist within another container element. It can have both non-HTML content and visible HTML content, such as the <APPLET> tag.
- Inline Killer is reserved for use with the <BR> tag.

4 Choose one of the following options from the Content pop-up menu to define how the content of an element is treated:

- Normal treats the content as specified by the Structure property.
- Get All Spaces keeps all extra white space when reading the tags. For example, this option enables GoLive to display all spaces between the start and end <PRE></PRE> tags.
- Core Text preserves the content of a tag without adding or deleting anything.

5 Choose an option from the End Tag pop-up menu:

- Required specifies that the element needs an end tag.
- Optional (do not write) indicates that the element does not need an end tag and that GoLive is not supposed to read or write one.
- Optional (write) indicates that the element does not require an end tag but GoLive adds it anyway.
- Attribute indicates that GoLive will not change the current end tag setting when rewriting source code.

6 Choose one of the following:

- Can Be Stripped indicates that the element can be removed from the source code before publishing the page.
- Can Have Any Attribute

Controlling tag spacing in the source code

For any element within Web Settings, you can control some basic formatting options in the Output tab of the Web Settings Element Inspector.

To set basic formatting for an element:

1 Select the element in the Markup tab of Web Settings.

2 In the Output tab of the Web Settings Element Inspector, choose a property for the following separation options:

- Outside controls the vertical spacing between the start and end tags, and elements above and below them.

- Inside controls the vertical spacing between the start and end tags, and their content.

3 Select the Indent Content option to indent content between start and end tags.

Editing an attribute

You can use the Web Settings Attribute Inspector to set an attribute's function, value type, and default value. You can edit attributes or define new attributes.

For information on closing Web Settings without saving changes or on restoring default Web Settings, see "Restoring default Web Settings" on page 448.

Important: *Errors made while editing Web Settings can cause serious damage to your documents. Before making any changes, check the current HTML specifications defined by the World Wide Web Consortium (W3C) at http://www.w3c.org.*

To edit an attribute:

1 Enter the attribute's name in the Attr Name text box.

2 Enter a description in the Comment text box.

3 The Attribute Is value is used by the GoLive Syntax Checker to report code errors, but does not determine whether the attribute is written by GoLive. Choose a property from the Attribute Is pop-up menu:

- Optional specifies that the attribute is not necessary.
- Required specifies that the attribute is required in order for the tag to be read correctly.
- Alternate specifies that Optional, Required, or not defined are acceptable.
- Fixed specifies that the property has a permanent default value.

4 Choose a property from the Value Type pop-up menu:

- Text allows any Western-encoded alphanumeric character string. Use this option if you are not sure about the usage.
- Encoded Text allows any alphanumeric character string in any encoding.
- Number allows a numerical value only.
- Enumeration indicates that a fixed set of properties are available.
- Color permits an RGB color code only.
- URL allows a Universal Resource Locator only.
- JavaScript allows JavaScript code only.
- ID allows a unique string.
- IDRef allows a link to an ID.
- IDRefs allows a link to a group of IDs.
- Entity allows any special character entity.
- Entities allows a group of special character entities.
- Nmtoken, Nmtokens, and Notation specify valid names and are used in XML.

5 Select Create This Attribute, and choose a property from the pop-up menu (if one is available), or enter a value in the text box.

Note: *When Create This Attribute is selected and a value is entered in the text box, some attributes are automatically inserted in the source code when the tag is added to a page. If*

the attribute is not inserted by GoLive, you can insert it from the tag's attribute pop-up menu in the Outline Editor or enter it manually in the Source Code Editor.

Editing an enumeration

You can use the Web Settings Enumeration Inspector to add comments to an enumeration. All enumerations appear in the Value pop-up menu of the Web Settings Attribute Inspector and in the attribute's Enumeration pop-up menu in the Outline Editor.

Note: *For information on closing Web Settings without saving changes or on restoring default Web Settings, see "Restoring default Web Settings" on page 448.*

Important: *Errors made while editing Web Settings can cause serious damage to your documents. Before making any changes, check the current HTML specifications defined by the World Wide Web Consortium (W3C) at http://www.w3c.org.*

To edit an enumeration:

1 Enter the enumeration name in the Enum Name text box of the Web Settings Enum Inspector.

2 Enter a description in the Comment text box.

Importing a Document Type Definition (DTD) file

An imported Document Type Definition (DTD) file can be bound to file extensions and mime types. This enables GoLive to open any file of that extension and associate it with the imported DTD for syntax checking, and element placement in the Outline Editor.

To import an XML DTD file:

1 In the Markup tab of Web Settings, choose Import XML-DTD from the context menu of the left pane.

2 Open a DTD file.

The DTD file appears within a folder named Imported in the Markup tab. Elements, entities, and notations contained in the DTD are listed in the right pane.

To edit an XML DTD file:

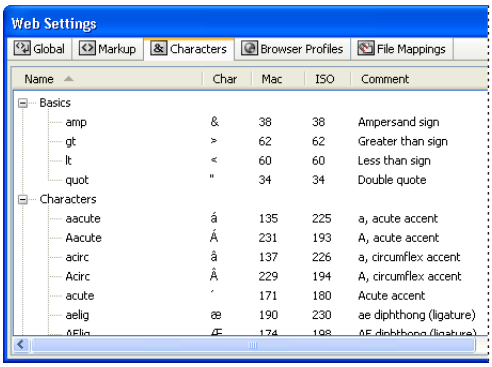
1 In the Markup tab of Web Settings, select the DTD filename in the left pane.

2 In the XML DTD Inspector, enter an extension, or multiple extensions separated by commas, in the Extensions text box.

3 Edit the elements, attributes, and enumerations as needed. (See "Editing an element" on page 452, "Editing an attribute" on page 454, and "Editing an enumeration" on page 455.)

Using the Characters tab

The Characters tab & of Web Settings includes all the special characters specified by ISO 8859-1 and the HTML 3.2 standard. HTML uses a specific notation for encoding special characters to ensure a uniform display across multiple computer platforms. GoLive uses the content of the Characters tab to map special characters added to your HTML documents to their Web-specific character entity references.



Characters tab of Web Settings in Flat (alphabetical) view

Viewing special characters

You can view the characters sorted by category (Structured), or you can view them alphabetically (Flat). If a character can't be displayed in the system font, a small box (Windows) or x (Mac OS) is displayed in the Char column of the Characters tab of Web Settings instead of the character.

To view special characters:

1 Open the Characters tab of Web Settings, and in the View palette select one of the following options:

- To view the characters alphabetically, select Flat.
- To view the characters grouped by category, select Structured.

2 Scroll through the list of characters (if the view is set to Structured, then expand a category), and select a character under the Name column. The Web Settings Entity Inspector displays the following information for the character:

- The left Name text box displays the character's HTML name, and the right text box shows the HTML code that is inserted by default into the source code.
- Comment describes the character.
- The left ISO Code text box (Windows and Mac OS) displays the character's ISO codes, the middle (Windows) or right (Mac OS) text box displays the byte code, and the right text box (Windows only) displays the character's visual representation. You can select and copy the character in the right ISO code text box, and paste it into the Layout Editor of a document.
- If Mac is selected, the left Mac text box displays the Mac mnemonic code (Windows and Mac OS), the right (Windows) or middle (Mac OS) text box displays the byte code, and the right text box (Mac OS only) displays the character's visual representation.
- Select Write to write the adjoining text box into the document rather than the left Name text box. Enter the character entity reference without the starting ampersand and closing semicolon. GoLive will insert the new character entity instead of the default entity. This option might be used when you want GoLive to insert a character's numeric HTML entity rather than the named HTML entity.

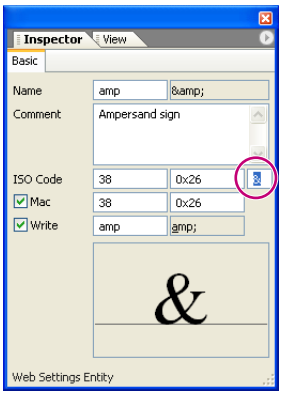
To show or hide columns in the Characters tab:

From the context menu of any of the column heads, Right-click (Windows) or Control-click (Mac OS), and choose a column name or an option. You can show or hide all of the columns, or show a selection of columns.

To add a special character to a document:

1 In the Characters tab of Web Settings &, select the character.

2 In the Web Settings Entity Inspector, select the character in the third ISO Code text box (Windows) or the third Mac text box (Mac OS), and choose Copy from the context menu.



Copying a character entity in the Web Settings Entity Inspector

3 In the document Layout Editor, choose Edit > Paste in the desired insertion point.

Adding and editing special characters to Web Settings

Use the following guidelines when adding new characters:

- New characters must be W3C-specified characters that are supported by browsers.
- GoLive for Mac OS doesn't display all characters. To preview such characters, you may have to launch a browser.
- Characters specific to Mac OS can be added, but they won't display in browsers.

To add a special character:

1 In the Characters tab of the Web Settings window, select an existing character or a category to which you want to add a character.

2 Do one of the following:

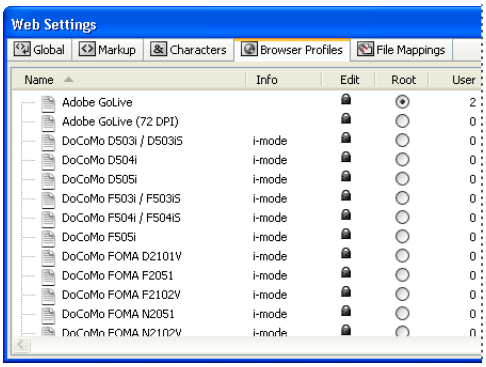
- To add a new character, click the New Enumeration button & on the toolbar or choose Add Entity from the context menu.
- To duplicate a selected character, click the Duplicate button .

3 Select the new character, or copy and edit its properties in the Web Settings Entity Inspector:

- Enter the HTML name of the new character in the Name text box.
- Enter a description in the Comment text box.
- Enter the ISO mnemonic code and its equivalent byte code in the ISO Code text boxes.
- If there is a Mac OS equivalent, select Mac, and enter the mnemonic code and its equivalent byte code. Mac OS characters are displayed in the preview pane.
- Select Write to write the adjacent text box into the document rather than the Name text box. Enter the character entity reference without the starting ampersand and closing semicolon.

Using the Browser Profiles tab

The Browser Profiles tab of Web Settings contains display profiles of popular browsers on Windows and Mac OS. You can select any listed browser and platform to serve as the default profile for viewing documents in the Layout Editor. The alternate profiles can be used for previewing pages with the View palette. (See "Setting view options for page layout" on page 55.)



Browser Profiles tab of Web Settings

The profiles let you simulate how fonts and other design elements display on Windows and Mac OS. They do not affect how GoLive writes HTML code, or what the viewer sees when visiting your site. The profiles are made with cascading style sheets that use element selector styles. If you know how to build cascading style sheets, you can duplicate an existing profile and edit it to create a new browser profile.

Note: *The style sheets that you create in the CSS Editor are not affected by or related to the style sheet-based profiles in the Browser Profiles tab of Web Settings.*

Viewing the browser profiles

The browser profiles in the Browser Profiles tab of Web Settings are write-protected. You can only inspect their properties.

To view the profile properties:

1 In the Browser Profiles tab of the Web Settings window, select a profile from the list.

2 In the Root Style Sheet Inspector, click the Basic tab to view the profiled system and comments.

3 Select the Settings tab to view the screen resolution and other options.

Creating a new browser profile

You can create a new browser profile if you want more Profile options in the View palette.

To create a new browser profile:

1 In the Browser Profiles tab of the Web Settings window, select the profile that best resembles your target browser, and choose Duplicate from the context menu.

2 Select the new duplicate profile, and in the Basic tab of the Root Style Sheet Inspector, enter a name, system information, and comments.

3 In the Settings tab of the Inspector, enter a screen resolution (96 is typical for Windows, 72 for Mac OS) in the DPI text box, and select Can Handle Style Sheets.

4 The new profile appears in the Profile pop-up menu of the View palette.

Simulating the effects of different browsers and platforms

The Root profile in the Browser Profiles tab of Web Settings determines the default profile used to display your documents in the Layout Editor. You can use the Profiles menu in the View palette to simulate your document's appearance in different browsers and platforms.

To preview your pages with different browser profiles:

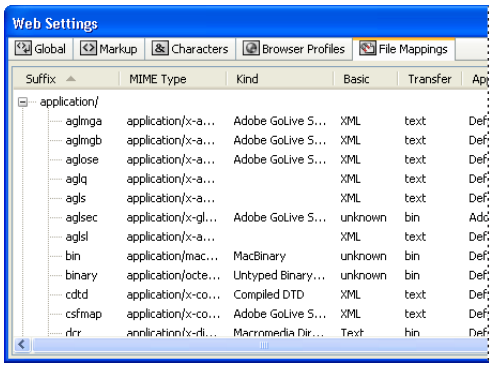
Open your document's Layout Editor, and in the View palette, select a profile from the Profile menu.

To set a browser profile as the default used in the Layout Editor:

In the Browser Profiles tab of Web Settings, select the Root Radio button adjacent to the browser profile under the Root column.

Using the File Mappings tab

The File Mappings tab shows the MIME type for various file extensions and the application that is assigned to open each of them. If the Application column in the Web Settings window is set to Default, the application that will be launched is the same as that mapped in the operating system. You can modify the existing mappings or add new ones.



File Mappings tab of Web Settings in Flat (alphabetical) view

Viewing file mappings

You can view all of the filename suffixes defined in Web Settings, and also the type of file, Mime type, and the application mapped to each.

To change the display of file mappings:

Open the File Mappings tab of the Web Settings window, and in the View palette select a View property.

To show or hide columns on the File Mappings tab:

In the File Mappings tab of Web Settings, choose an item from the context menu of any of the column heads, and Right-click (Windows) or Control-click (Mac OS). You can show or hide all of the columns, or show a selection of columns.

Adding and editing file mappings

You can add and edit file mappings in the File Mappings tab in Web Settings. To remove changes you've made to a default file mapping, see "Restoring default Web Settings" on page 448.

To add or delete a new file mapping:

In the File Mappings tab of Web Settings, do one of the following:

- To add a mapping, select By Mime Type in the View palette. Select a Mime type category in the Web Settings window, and click the New Extension button in the toolbar. Edit the new mapping in the File Info Extension Inspector.
- To delete a new mapping, select the suffix, and choose Delete from the context menu or press Delete on the keyboard.

To edit a file mapping:

In the File Mappings tab of Web Settings, select the extension suffix, and set options in the File Info Extension Inspector:

- To set the FTP method, choose a Transfer property.
- (Mac OS) To change the application that is launched when the file is double-clicked in GoLive, specify the Mac File Type and File Creator in the File Info Extension Inspector. Alternatively, click the Browse button next to the Application text box, and browse to the application.
- (Windows) To change the application that is launched when the file is double-clicked in GoLive, click the Browse button next to the Application text box in the File Info Extension Inspector, and browse to the application.

To delete changes you've made to a default file mapping:

Select an item marked "x" in the User column, and press Delete on the keyboard.

GoLive Extensibility

About GoLive Extensibility

You can add and customize GoLive features by using either pre-made extensions or the GoLive Extend Script SDK.

The Adobe Exchange

Pre-made extensions are available from the Adobe Exchange Web site (www.share.studio.adobe.com), where you can find thousands of extensions for Adobe products, many available for free.

The GoLive Extend Script SDK

The GoLive Extend Script SDK, available on the Adobe GoLive CD or online (www.partners.adobe.com/asn/golive), provides documentation, tools, and samples that let you further customize the features and user interface of GoLive. You can create an Extend Script extension by simply creating a Web page with familiar GoLive tools.

GoLive Extensibility isn't limited to simple extensions. Developers can also create custom libraries that access all the capabilities of Windows and Mac OS or integrate with other applications.

What you can do with extensions

With extensions, you can create your own GoLive commands to automate repetitive tasks or add powerful new features. You can design extensions by using HTML, JavaScript, or XML code to access the following elements of GoLive:

- Menus and menu items
- Floating palettes
- Task-specific dialog boxes that include text, graphics, and controls
- Custom HTML elements, such as <mytag>, that can be edited in an Inspector palette
- Customized content such as drag-and-drop items in the Objects palette
- The site window
- Site reports
- Document parsing options for encoding, translation, localization, and non-HTML tags

Keyboard Shortcuts

Keys for working in windows

Result	Windows	Mac OS
Close a window without saving		Command+D
Duplicate selected object	Ctrl-drag	Option-drag
Move boxes in Layout Grid (by pixel)	Ctrl+Alt+Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Option+Left Arrow, Right Arrow, Up Arrow, or Down Arrow
Move boxes based on Snap-to-Grid setting	Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Left Arrow, Right Arrow, Up Arrow, or Down Arrow
Show next window in workspace	Ctrl+Tab	
Show previous window in workspace	Shift+Ctrl+Tab	
Change focus to Text Inspector Link field		With cursor in Document window, Command+, (comma)
Change focus to Document window		With cursor in Text Inspector, Command+; (semicolon)

Keys for handling text

Result	Windows	Mac OS
Cursor to beginning of current word	Ctrl+Left Arrow	Option+Left Arrow
Cursor to next word	Ctrl+Right Arrow	Option+Right Arrow
Cursor to beginning/end of line	Home	Command+Left Arrow
Cursor to end of line	End	Command+Right Arrow
Select a word	Double-click	Double-click
Select a line	Triple-click	Triple-click
Select a paragraph	Quadruple-click	Quadruple-click
Increase selection	Shift+Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Shift+Left Arrow, Right Arrow, Up Arrow, or Down Arrow
Select to beginning of line	Shift+Home	Command+Shift+Left Arrow
Select to end of line	Shift+End	Command+Shift+ Right Arrow
New line instead of paragraph	Shift+Enter	Shift+Return
Nonbreaking space	Shift+Spacebar	Option+Spacebar
Insert word break tag <WBR>, enabling the browser to hyphenate the work at the point of insertion	Ctrl+dash	

Keys for handling source code

Result	Windows	Mac OS
Cursor to next word	Ctrl+Right Arrow	Option+Right Arrow
Cursor to preceding word	Ctrl+Left Arrow	Option+Left Arrow
Cursor to beginning of line	Home	Command+Left Arrow
Cursor to end of line	End	Command+Right Arrow
Select a word	Double-click	Double-click
Select a line	Triple-click	Triple-click
Decrease selection one character	Shift+Left Arrow	Shift+Left Arrow
Increase selection one character	Shift+Right Arrow	Shift+Right Arrow

Decrease selection one word	Ctrl+Shift+Left Arrow	Option+Shift+Left Arrow
Increase selection one word	Ctrl+Shift+Right Arrow	Option+Shift+Right Arrow
Decrease selection one line	Shift+Up Arrow	Shift+Up Arrow
Increase selection one line	Shift+Down Arrow	Shift+Down Arrow
Decrease selection to beginning of source code	Home+Shift+Up Arrow	Command+Shift+Up Arrow
Decrease selection to end of source code	Home+Shift+Down Arrow	Command+Shift+Down Arrow
Increase selection to beginning of source code	End+Shift+Up Arrow	Command+Shift+Up Arrow
Increase selection to end of source code	End+Shift+Down Arrow	Command +Shift+Down Arrow

Keys for using the site window

Result	Windows	Mac OS
Activate tab on drag and drop	Move over tab while dragging	Move over tab while dragging
Locate file in Explorer	Right-click file, choose Open/Reveal in Explorer in the context menu	Command+click file
Show properties information for object	Right-click file, choose Open/Show Properties	Ctrl+click file, choose Open/Show Properties

Keys for using Links view or Navigation view in site window

Result	Windows	Mac OS
Select next file in x-direction	Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Left Arrow, Right Arrow, Up Arrow, or Down Arrow
Start a partial tree from selection	Ctrl+Up Arrow	Command+Up Arrow
Toggle expand button (hide/show children)	Ctrl+Down Arrow	Command+Down Arrow
Add parent to selection	Shift+Up Arrow	Shift+Up Arrow
Add children to selection	Shift+Down Arrow	Shift+Down Arrow
Select previous sibling or jump to nearest item to the left of selection	Ctrl+Left Arrow	Option+Left Arrow

Select next sibling or jump to nearest item to the right of selection	Ctrl+Right Arrow	Option+Right Arrow
Select the closest item above selection	Ctrl+ Up Arrow	Option+Up Arrow
Select the closest item below selection	Ctrl+Down Arrow	Option+Down Arrow
Toggle partial tree from selection and move to center	Esc	Esc
Select top-level references	Ctrl+ Home	Command+ Home
Select first sibling	Home	Home
Select last sibling	End	End
Open the selected references	Enter or double-click	Return or double-click
Hand tool for scrolling	Spacebar	Spacebar
Select the reference with matching text	Type any characters	Type any characters
Zoom toggle (between 100% and 200%)	Shift-click	Option-click
Create a "zoom box" (once the mouse is released, the selected region zooms to fit the screen)	Shift-drag	Option-drag

Keys for handling tags

Result	Windows	Mac OS
Expand or collapse the selected tag	Enter (numerical keypad)	Return
Recursively expand or collapse the selected tag	Shift+Enter (numerical keypad)	Option+Return
Show or hide the tag attribute list	Enter (numerical keypad)	Enter
Recursively show or hide the tag attribute list	Shift+Enter (numerical keypad)	Option+Enter
Activate the next text box	Tab	Tab
Activate the preceding text box	Shift+Tab	Shift+Tab
Activate the tag selection pop-up menu	Ctrl-click tag name	Command-click tag name

Keys for using the Timeline (DHTML)

Result	Windows	Mac OS
Select next keyframe	Right Arrow	Right Arrow
Select previous keyframe	Left Arrow	Left Arrow
Select next track	Down Arrow	Down Arrow
Select previous track	Up Arrow	Up Arrow
Play a scene beginning at the current time cursor location	Enter (numerical keypad)	Enter (numerical keypad)
Stop scene playback	0 (numerical keypad)	0 (numerical keypad)
Create a new keyframe	Ctrl-click a time track	Command-click a time track
Duplicate a keyframe	Alt-drag keyframe	Option-drag keyframe
Create an action placeholder	Ctrl-click action on action track	Command-click action on action track
Scale an animation while maintaining the relative time positions of all keyframes on the same time track	Ctrl+Shift-drag	Ctrl-drag

Keys for using Tables in Layout view

Result	Windows	Mac OS
Change height and width of a row or column	Alt+resize	Option+resize
Select cells	Click cell border	Click cell border
Select multiple adjacent cells	Click+drag	Click+drag
Select multiple nonadjacent cells	Shift-click additional cells	Shift-click additional cells
Select all cells in column	Click top edge of column	Click top edge of column
Select all cells in row	Click left edge of row	Click left edge of row
Add row above	*	*
Add columns to the left	+	+
Add columns to the right	-	-
Interactively add cells and rows	Ctrl+Shift-drag bottom/right edge of table	Command-drag bottom/right edge of table
Delete current column	Ctrl+Del	Backspace
Delete current row	Shift+Ctrl+Del	Shift+Backspace
Span columns, joining current cell with cell to the right	Shift+Right Arrow	Shift+Right Arrow
Reduce column span, splitting the current cell	Shift+Left Arrow	Shift+Left Arrow
Span rows, joining current cell with cell below	Shift+Down Arrow	Shift+Down Arrow
Reduce row span, splitting the current cell	Shift+Up Arrow	Shift+Up Arrow
Move text cursor to next cell to the right	Tab	Tab
Move text cursor to next cell to the left	Shift+Tab	Shift+Tab
Switch from text entry to cell selection mode	Ctrl+Enter	Ctrl+Return
Switch from cell selection to text entry mode	Enter	Return

Keys for using QuickTime editor

Result	Windows	Mac OS
Select keyframe of the upper or lower tracks and samples displayed in the Timeline window	Up Arrow or Down Arrow	Up Arrow or Down Arrow
In the Track Content area, select previous or next sample	Left Arrow or Right Arrow	Left Arrow or Right Arrow
In the Track Content area, select upper or lower sample or track	Up Arrow or Down Arrow	Up Arrow or Down Arrow
In the Track List area, select upper or lower track	Up Arrow or Down Arrow	Up Arrow or Down Arrow
In the Track Ruler area, step forward or backward	Right Arrow or Left Arrow	Right Arrow or Left Arrow
Drag and copy track	Ctrl-drag in the Content or List area	Option-drag in the List area
Create keyframe sample of a sprite	Ctrl-click	Command-click
Drag and copy keyframe sample of a sprite		Option-drag in Content area
Select next time marker	Shift+Right Arrow or Left Arrow	Shift+Right Arrow or Left Arrow
Open or close tracks, subtracks	Ctrl+Up Arrow or Down Arrow	Command+Up Arrow or Down Arrow
Scale sample time	Shift-drag	Shift-drag
Jump to start or end of movie in timeline	Ctrl+Left Arrow or Right Arrow	Command+Left Arrow or Right Arrow

Keys for working with links

Result	Windows	Mac OS
Create new link	Select item+Alt-drag to desired destination. Release mouse when the object highlights.	Select item+Command-drag to desired destination. Release mouse when the object highlights.
Link frame with desired content file	Ctrl-drag to desired page in site window	Command-drag to desired page in site window

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Adobe® GoLive® CS User Guide for Windows® and Macintosh

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