



Chapter 2 GoLive CyberStudio QuickStart Guide

GoLive CyberStudio is a rich program with many features; the best way to learn about them all is to refer to the *User Manual*. However, GoLive CyberStudio also lets you accomplish many things without having to spend a long time with documentation. This QuickStart guide can't replace the *User Manual*, but it will get you designing Web sites quickly.

The Quick Start Guide is subdivided in two parts, and here's what they cover:

- *A Brief Introduction to HTML* explains the basics of World Wide Web technology and instructs you how to "hand-code" a simple Web page.
- *Making First Steps with GoLive CyberStudio* helps you get acquainted with the program's basic features using a series of step-by-step instructions. The following topics are covered:
 - creating pages
 - adding content to pages, including text and graphics
 - creating a site document
 - linking
 - previewing your work
- *Using Advanced Features* helps you get acquainted with the program's advanced features. The following topics are covered:
 - multiple ways to insert images
 - multiple ways to make links
 - designing a site





Part 1 — A Brief Introduction to HTML

General

If you want to publish on the World Wide Web, you must use Hyper-text Markup Language, abbreviated HTML, in order for your material to be readable by the audience's browsers. The following section contains a brief introduction to HTML for those who are new to Web publishing. In detailed step by step instructions, you will learn how to hand-code your first page.



Using GoLive CyberStudio doesn't require a deep knowledge of HTML. If you prefer, you can skip this section and go directly to *Part 2 — Making First Steps with GoLive CyberStudio*.

Getting Started: Create a File to Hold Your HTML

Unlike other popular file formats, such as *Microsoft Word*, an HTML page can be created using any program that can save in text-only format, including *Simple Text*, *Claris Works*, etc. This is due to the fact that the formatting instructions are written to a simple text file using a special markup pattern instead of hidden binary code, as is the case in conventional word processor files. HTML markup instructions are enclosed in angle brackets ("less than" and "greater than" signs) and look like this: `` or `</H2>`. HTML markup instructions are referred to as "tags". They instruct the browser how to display text and do not appear on the screen themselves.

Common to all HTML files is the following basic "skeleton":

```
<HTML>
  <HEAD>
    <TITLE>This title appears in the title bar of the
      browser window.</TITLE>
  </HEAD>
  <BODY>
    This section contains text with markup.
  </BODY>
</HTML>
```

This basic structure tells the browser that it is receiving an HTML page, subdivided into a header (`<HEAD>`) and a body (`<BODY>`) section. Except for the text enclosed in the `<TITLE>... </TITLE>` sec-



tion, which appears in the title bar of the browser, the content of the header section is invisible. The text in the body section constitutes the visible content of the HTML page and displays in the browser's main document window.

Task: Use a simple word processor to hand-code the structure shown above and save the result as a text file with the extension *.html*, for example as *mypage.html*. You will use this skeleton page in the following steps.

Step One: Formatting Text

In order for text to appear formatted in the browser, it must be enclosed in a pair of tags, referred to as the *start tag* and the *end tag*. The end tag with its extra slash character ("/") indicates that the formatting ends here. Here's how boldface type is coded in HTML:

```
<B>This is text set in boldface.</B>
```

Tags can be also nested to assign multiple formats:

```
<B><I>This is text set in boldface and italics.</I></B>
```

Unlike word processors and DTP programs, however, the final appearance of an HTML page is not based on specific formatting you apply. Rather than assigning an exact size and font, you specify the function of the text withing the document, for example that it should be displayed as a first-level header (<H1>). There is a simple reason for this: Web pages are supposed to display evenly on any computer platform and any monitor size.

Other than a printed brochure, which will invariably be printed in the font size(s) selected in the DTP program, the author has no way of knowing which hardware and software his or her audience will use. Text formatted in 14 point size may look good on a 14-inch monitor but is definitely oversized for a PDA display (Personal Digital Assistant). HTML was designed to provide a solution to that problem. The idea was to assign a structure to a text and let hardware and software interpret it as specified by the user.

Use a simple word processor to hand-code the examples given above, save the resulting file with a *.html* extension, then drag them at the program icon of the browser for previewing.

Task: Type the examples given above anywhere in the section enclosed by the two <BODY>...</BODY> tags in the hand-coded example page you have created in the previous step.



Save the page, then drag it to the program icon of the browser to preview the styles.

HTML Tags Used for Formatting Text

Header <H1>...</H1> through <H6>...</H6>

Headers are displayed in a larger font size and frequently in boldface to make them stand out from the body text. The digits 1 through 6 represent the different levels in the hierarchy: H1 is a first-level header, H2 a second-level sub-header, H3 a third-level sub-header, etc.

Font Styles

Font style options include **Bold** (), *Italics* (<I>), and Underline (<U>), as well as `Teletype` (<TT>), a monospaced style. Additional logical styles are Strong and Emphasis , which display as boldface and italics in most (but not all) browsers, respectively.

Paragraphs and Line Breaks

In order for HTML text to break at a selected location, you must insert a paragraph tag <P> or a line break tag
, both of which are start tags without end tags, that is, they do not need closing </...> tag. The paragraph tag creates an empty line break above the following text. It can include attributes, such as in <P ALIGN="CENTER"> or <P ALIGN="RIGHT"> that control the alignment. The break tag lets the text wrap without creating subsequent whitespace.



Unlike in word processors or DTP programs, inserting carriage return characters doesn't cause the text to break; these are ignored by the browser. Also inserting multiple space characters will cause them to show up temporarily, but all but one will be removed.

Lists

Lists can be numbered or can have a list marker character, such as a bullet. Numbered lists start with , unnumbered lists with . Following are the items that appear in the list, each preceded by an tag. The list ends with a or end tag, depending on whether it is numbered or unnumbered.



Special Characters

Special characters must be entered using a special notation, such as & for the ampersand ("&") character.

Rulers

Horizontal rulers are inserted using the <HR> tag. This tag can have WIDTH and SIZE attributes. The width can either be indicated in pixels or percent (of the browser's window). For example, to specify a ruler that takes up 75 percent of the screen and is three pixels in height, you can modify the <HR> tag as follows:

```
<HR WIDTH=75% SIZE=3>
```

Task: Type the examples given above anywhere in the section enclosed by the two <BODY>...</BODY> tags in the hand-coded file you have created before. Save the file, then drag it at the program icon of the browser to preview the tags.

Step Two: Inserting Images

To repeat, HTML files are text-only files. So, rather than physically inserting images in the page, you have to use a special notation to tell the browser that an image should be displayed and which image to load. Images are referenced using the tag, which is a simple tag without an end tag. Here is an example:

```
<IMG SRC="myimage.gif" WIDTH="32" HEIGHT="32"  
ALT="Please enable image loading in your browser!>
```

This element displays the image file *myimage.gif*, sets its width and height to 32 pixels, and displays an alternative message if image loading is disabled in the browser.

Images can have more attributes than shown in the example above, for example ALIGN, which controls the position of the image relative to adjacent text, or HSPACE and VSPACE, which creates extra horizontal or vertical spacing between the image and adjacent elements.

Task: Copy a GIFF, JPEG, or PNG image file (these are the three image formats used on the World Wide Web) into the folder where you have saved the hand-coded example page. Type the tag shown above anywhere in the section enclosed by the two <BODY>...</BODY> tags in the example page, replacing *myimage.gif* with the name of your image file. Save the example page, then drag it at the program icon of the browser to preview the image. If it comes out distorted because the image



is rectangular shape, go back to the example page and change the width and height settings accordingly.

Step Three: Creating Links

What makes HTML such a unique tool is that it lets authors link related items of information, either locally within a site or across the whole World Wide Web. Linking information is done by inserting hyperlinks, which use the following basic notation:

```
<A HREF="mypage.html">Don't Miss Our Special WWW Feature</A>
```

The example above shows how to reference a page that is in the same folder as the source page of the link, for example on your hard disk. The reference to that page is contained in the HREF attribute. The text enclosed by the the start and end tags is the clickable link that appears in the browser.

By using Unique Resource Locators (URLs), you can link to any page on the World Wide Web by specifying its exact location:

```
<A HREF="http://www.mysite/home/index.html">Be Sure Not to Miss XYZ's Homepage</A>
```

If you use this type of URL specification, you can only access the page via the Internet. It doesn't work when the file is on your local hard disk.

Task: Save a copy of the example page, for example under the name *yourpage.html*, and add text enclosed in `...` style tags. Go to the HEAD section and edit the text in the `<TITLE>...</TITLE>` tags. Save the new page, then open *mypage.html* again and type the following code anywhere in the section enclosed by the two `<BODY>...</BODY>` tags:

```
<A HREF="yourpage.html">Go to your page.</A>
```

Save the page, then drag it at the program icon of the browser to preview the link. The link appears as underlined text. Click the link. The browser will jump to the new page and show its content.

Where To Go From Here

Now that you have mastered HTML at source code level, it is time to move on and see how easily GoLive CyberStudio lets you format text, insert images, and create links. An introduction to the basic features is given in the following section.





Part 2 — Making First Steps with GoLive CyberStudio

What You Need to Get Going

Minimum System Requirements

- A PowerMac (or equivalent) running Mac OS 8.0 or later

For Full Functionality

- QuickTime and QuickTime Power Plug, Versions 2.5 or later
- Sound Manager 3.1 or later
- AppleScript and Apple Guide system extensions
- SCLShared Lib, which GoLive CyberStudio automatically installs in your *System Extensions* folder; it cannot be moved to another folder

Installing GoLive CyberStudio

- 1 If you are updating from GoLive CyberStudio Version 2.x to Version 3.0, be sure to make backup copies of the following items before you move the old version to the Trash:
 - the HTML tag database (only if customized)
 - items you have stored in the *Custom* tab of the *Palette* (Drop them on a page and save, open the page in GoLive CyberStudio 3.0, then drag them back onto the Custom tab.)
 - any personal dictionaries you have created
 - plugins from the GoLive CyberStudio 2.x Plugins folder
- 2 Insert the GoLive CyberStudio CD into your CD-ROM drive.
- 3 Double-click the installer icon.
- 4 Follow the instructions on the screen. When the installation is complete, copy contents of the *Plugin* folder for the browser you'll be using to GoLive CyberStudio's *Plugin* folder (which you'll find in the same place as the GoLive CyberStudio application).



How to Work in QuickStart

With GoLive CyberStudio, you can both create and manage Web pages. That means you can start either by creating individual pages or by blocking out the structure of a new site—or some combination of the two. You can move back and forth between these modes whenever you want.

In this QuickStart guide, you'll begin by working bottom-up and create a personal home page. You'll include text, graphics, and multimedia, as well as identify the places on the page from which you'll link to others. After you've created some content, you'll continue to the advanced features and start thinking of the organization of the other pages that will make up the site. This top-down approach is introduced in the section *Using Advanced Features* later in this chapter.

Creating Individual Pages: Working Bottom-Up

When you work bottom-up, you build individual pages first and then organize them into a site. For example, if you're designing a personal home page, you probably already have a good idea of what to include: your resume, goals, and personal interests. You might then want to break these down further; your resume could include work history and samples of what you've done on other pages. You might want to lay out the first page, inserting text about who you are, graphics (like a photo of yourself), or multimedia elements (perhaps a clip from a favorite movie). At any time, you can stop working on one page and start another.

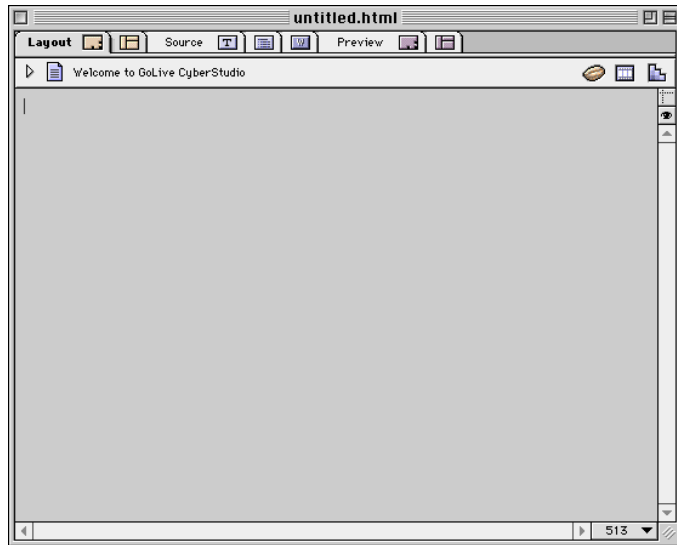
After you've created some pages, you'll want to bring them together and insert links. GoLive CyberStudio will help you manage linking and also give you a snapshot of how the site looks.

To repeat, at any time you can switch from one style of working to the other.



The Main Window

Launch GoLive CyberStudio (and fill in your activation key if you haven't already). GoLive CyberStudio opens in the *Layout* mode, where you'll do most of your work:



Along the top of the window are tabs for GoLive CyberStudio's different modes:

- *Layout Editor*, where you enter content and where you are when GoLive CyberStudio starts
- *Frame Editor*, where you create and manage frame sets
- *HTML Source Editor*, which shows you the HTML that makes up your page and which you can examine and edit
- *HTML Outline Editor*, which also shows your HTML but structures like an outline whose sections you can expand or collapse
- *WebObjects Declaration Editor* (which isn't present when you choose the basic installation)
- *Layout Preview*, where you can see what your finished page will look like
- *Frame Preview*, where you can see what your completed frames and frame sets will look like.

At the bottom right of the window, you'll see a popup menu where you set the width of your page.



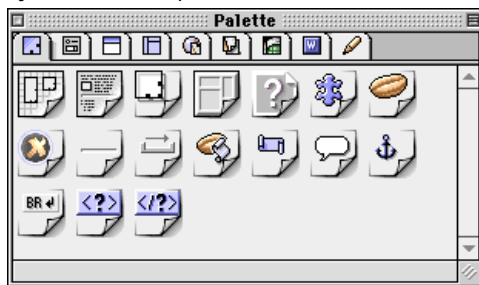
Your First Page

As with other WYSIWYG Web editors, GoLive CyberStudio will let you enter and format text just as you would with a word processor. Working that way, however, gives you very little control over where you can place objects.

The Palette

GoLive CyberStudio is much more than a word processor for HTML; you can also lay out your page with the precision of a desktop publishing program. That means you insert various objects—text, graphics, and multimedia—exactly where you want them and get a good idea of how they'll look in a browser. Better yet, you can preview multimedia objects like QuickTime movies and Java applets right in the *Layout* mode. You don't have to use a browser.

In addition to the main window, when you launch GoLive CyberStudio, it opens the *Palette* window, which looks like this:



The *Palette* contains icons for the objects you can place on your page. Click the *Palette*'s first tab (if it isn't clicked already) to see the *Basic Tags* objects.

Here's a key idea: *You work with GoLive CyberStudio by dragging objects from the Palette and dropping them onto your page.*

The Layout Grid

One of the objects you'll use often is the *Layout* grid (the second object on the *Palette*). Once the grid is on your page, you can place objects on it with one-pixel precision. The grid automatically expands to accommodate the size of the objects you place on it. You can also make it larger yourself by selecting it and dragging the appropriate handle.

You don't have to use a *Layout* grid that spans the entire length of the page. (Actually, using layout grids is optional on a page-by-page basis; but it is much more convenient to do so.) Instead, you can mix-and-match *Layout* grids and normal HTML. That will give you both design flexibility and smaller HTML files.



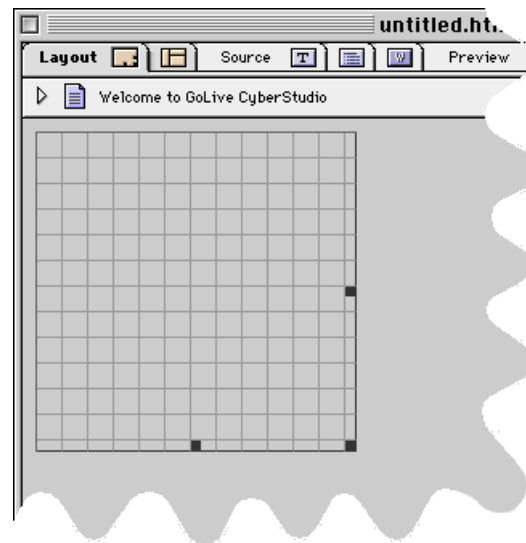
To avoid spacing problems when the page is displayed in the browser, GoLive CyberStudio won't let you put multiple layout grids side by side.

Let's start by putting some text and a horizontal rule on the page:



- 1 Go to the *Palette* and locate the *Layout* grid icon.
- 2 Hold down the mouse button and drag the *Layout* grid icon to your page (or double-click the icon in the *Palette*).

Release the mouse button. The grid is now on your page something like this:



- 3 To repeat, what you've just done is the basic method for inserting objects into your page: *Locate an object on the Palette and drag it to where you want on your page.*

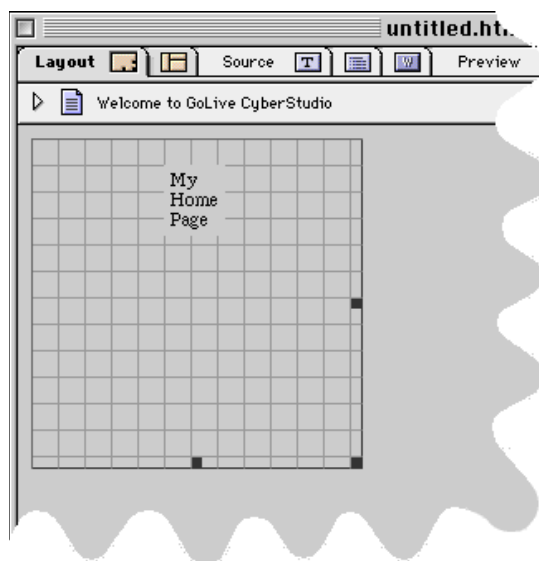
Now add text:



- 4 Go back to the *Palette* and locate the *Layout Text* icon.
- 5 Hold the mouse button down and drag the *Text Box* icon onto your grid. Position it at the top to act as the main heading.
- 6 Place the cursor within the text box.
- 7 Enter "My Home Page."



Here's what the page looks like (more or less):

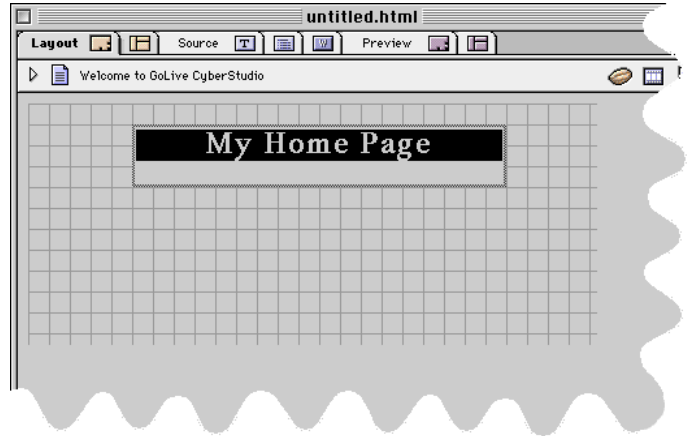


You'll want to better position the text box and make "My Home Page" bold, larger, and properly aligned. Here's how:

- 1 Select the *Layout* grid by clicking one of its edges; handles appear on the bottom and on the right side.
- 2 Drag the handles to stretch the grid over the width of the window.
- 3 Select the *Layout* text box by clicking one of its edges; handles appear on the bottom and on the right side.



- 4 Drag the handles until the *Layout* text box is about the same width as the *Layout* grid.



- 5 If you need to reposition any object, de-select it and move the cursor to any one of its edges. The cursor turns into a hand. Hold the mouse button down and drag the object box to where you want it.

Alternatively, you can select the object and move it one pixel at a time by holding the Option key and pressing the Left, Right, Up, or Down Arrow key.

- 6 Select the text "My Home Page" in the usual Mac way.
- 7 Go the *Format* menu and choose *Header 1*.
- 8 Go the *Format* menu and choose *Alignment*, then *Center*.

Instead of using menus, you could have made the same changes with the icons on the toolbar—for example, by choosing

None for the first-level header, and  for center alignment.

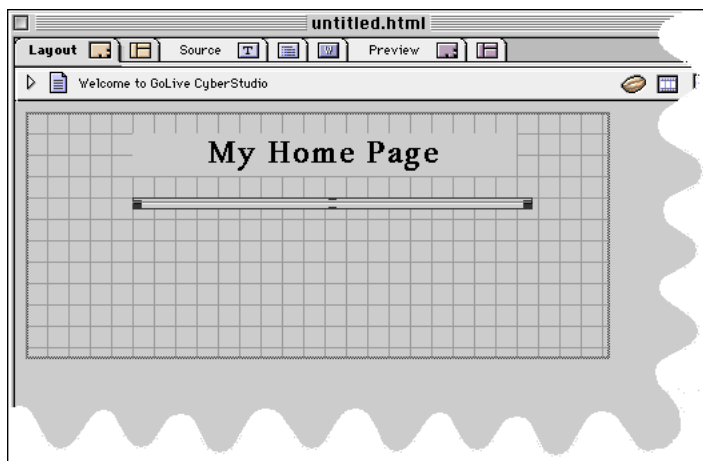
Now let's add a horizontal rule:



- 1 Go back to the *Palette* and locate the *Line* icon.
- 2 Hold the mouse button down and drag the *Line* icon onto your grid.
- 3 Position it somewhere under the text.

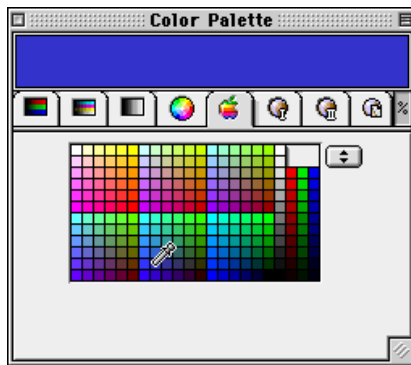


Your screen should look something like this:



The Color Palette

Before we add other objects, let's add color to what we already have. We'll change the colors of both the background and the text we've entered. Once again, we'll use drag & drop, but this time for the *Color Palette*, which looks like this:



The *Color Palette* has seven tabs with different color spaces; the default is the system tab (selected here); it's always wise to use the browser-safe colors that will keep your colors from dithering across platforms. These colors reside in the sixth tab from the left (the one with the Roman numeral "I").

To change your page's background color:

- 1 Go to the *Window* menu and choose the *Color Palette* (if it isn't opened).



- 2 Go to the *Color Palette* and click on a color to select it. The color will appear on the Color Preview Pane in the upper part of the *Color Palette*.
- 3 With the mouse button up, move the cursor to the Color Preview Pane.
- 4 With the mouse button down, drag the color from the Color Preview Pane to the *Page* icon at the upper left corner of the *Layout* window.
- 5 When the *Page* icon highlights, release the mouse button and the background color changes.

To change text color:

- 1 Select the text "My Home Page."
- 2 Go to the *Window* menu and choose *Color Palette* (if it isn't opened).
- 3 Go to the *Color Palette* and click on a color to select it. The color will appear on the Color Preview Pane in the upper part of the *Color Palette*.
- 4 Move the cursor to the Color Preview Pane.
- 5 With the mouse button down, drag from the Color Preview Pane to the selected text.
- 6 Release the mouse button and the text color changes.



The Inspector

You can continue adding objects to your page, but before that, you'll need to know how to examine and change the attributes of the objects you insert. You do that with the *Inspector*, a context-sensitive window whose information changes depending on what you have selected at any given time.

To use the *Inspector*:

- 1 Go to the *Window* menu and choose *Inspector*.
- 2 Click on the *Page* icon in the upper left corner. The *Inspector's* name changes to *Page Inspector* and looks like this:

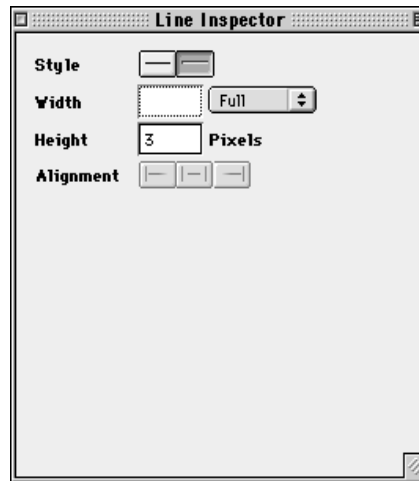


Here you see information about your page—for example, its default color for text and links. You can also see the background color for your page. You can change any of these colors from here by clicking on the small color preview panes beside each attribute: The *Color Palette* module opens and you choose a new color.

To see that the *Inspector* is truly context sensitive, go back to your page and click on the horizontal rule to select it.



The *Inspector* changes to the *Line Inspector* and looks like this:



Enter various values into the *Width* and *Height* boxes; GoLive CyberStudio updates the *Layout* window immediately.

The *Inspector* is one of the key features of GoLive CyberStudio: *it always displays information about the object you have currently selected*. So rather than having to click through a series of menus and sub-menus to change the attributes of an object, you can rapidly make changes via the *Inspector*.

Inserting Graphics

You also use the *Palette* and the *Inspector* together to insert and adjust graphics. GoLive CyberStudio assumes that you have already created the graphics you'll need in some other application, and that they are available in typical Web-compatible formats:

- GIFs or PNG in indexed colors at 72 dpi resolution, saved with the typical .gif or .png filename extension
- JPEGs in RGB at 72 dpi resolution, saved with the typical .jpg filename extension

Here's how to insert them:



- 1 Go to the *Palette* and locate the *Image* icon.
- 2 Drag it to the location on the grid you want. (If you are not using the *Layout* grid, the *Image* icon will appear at the current location of the cursor.)
- 3 Select the *Image* icon on your page.



- 4 Open the *Inspector*; it is now titled the *Image Inspector* and displays a series of tabs.
- 5 Select the *Basic* tab. The *Source* field will show “Empty Reference” because you have not yet selected the graphic to insert here.
- 6 Click *Browse*. A file selection dialog box will open.
- 7 Navigate to the file you want and click Open. The Image icon will be replaced by your graphic.

You also could have typed the pathname and filename; however, it’s simpler to let GoLive CyberStudio do the work.

Adjusting Your Graphic

The *Image Inspector* lets you change various attributes of your image. The *Basic* tab has fields for your graphic’s height, width, and alignment. Other tabs have fields for alternate text, border width, creating links, and making the graphic into a client-side image map. Experiment with the other settings.

Other Objects You Can Use

Move your mouse over the *Palette*’s objects; at the bottom of the *Palette* window, you’ll see the name of each one. These include:

- anchors
- JavaScripts
- comments
- spacers (Netscape Navigator-only)
- new HTML tags that GoLive CyberStudio doesn’t yet know about

Experiment with them if you wish, although you should refer to the *GoLive CyberStudio User Manual* for these features.

Saving Your Work

As with most other programs, GoLive CyberStudio does not automatically save your work. It’s good practice to periodically do so yourself and avert potential data loss.

When you do save your pages, remember to give them names that can be recognized by the platform that will be used for serving your pages. For example:

- DOS-based server machines can handle only up to eight characters in their names, plus three more in their extensions (for example, mypage.htm). This filename format is also preferable if you stage the site for previewing on a local server.



- UNIX server machines won't accept names with any blanks, spaces, or special characters like "%", "/", etc. If in doubt, ask your server administrator for a list of rules for his server.)

The Site Window: Gathering and Storing Resources

To this point, we've worked with just a single page that included text, graphics, and multimedia elements. As you add more pages and objects to a site, you can easily lose track of the resources you use. GoLive CyberStudio's *Site Window* helps you see what you're using, based on a "one site, one folder" principle. In other words, any page you create and any image or multimedia item you place on a page is stored in the site folder.

To show you how this works, you first need to save the page you've been working on to the folder you'll use for the site you're building. Here's how:

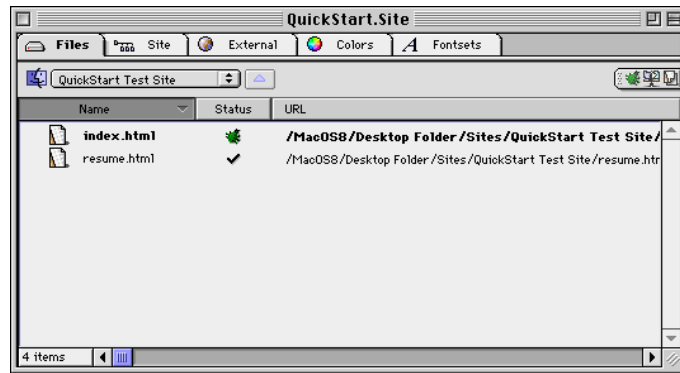
- 1 Go to the *File* menu and choose *Save*.
- 2 In the subsequent dialog box, create a new folder (call it "QuickStart Test Site").
- 3 Save the page you've been working on as *index.html*. This is the standard filename most Internet Service Providers require you to use for your homepage.
- 4 Close the page.
- 5 Create a second page, named *resume.html*.
- 6 Add some content, for example a layout grid, layout text boxes, and text.
- 7 Save the new page to the "QuickStart Test Site" folder and close it.

Now you're going to create a site by importing the folder you have just saved your files to. You will store all your resources there—including your new pages, multimedia objects, and graphics.

Creating a Site by Importing a Folder

- 1 Go to the *File* menu and choose *Import Site Folder*.
- 2 A dialog box appears, prompting you to indicate which folder you want to use and what the homepage should be.
- 3 Click either *Browse* button and locate the folder and the *index.html* page you have saved in previous steps.
- 4 When you are done, click *Import*.
- 5 A new site document is created.
- 6 Name the site something like "QuickStart.Site".
- 7 Save it in the same folder where you saved *index.html*.

8 Your site document should look something like this now.



9 Two green bug icons may appear in the *Site Window*—one at the top and one next to the file in the list. There is no need to worry if this happens; this bug is easily fixed.

10 Sit back, relax, and try to recall what you have added to the “buggy” page.

11 Have you made your guess? Yes, it's the image you have inserted that causes the bug. You have saved the page that contains it (actually the page only contains a reference to the image), but you haven't moved the image into the site folder, so the page can't find it.

Tip: This bug doesn't occur when the image is in the same folder as the page when you create the link.

12 Go to the Finder and locate the image file, then drag it at the *Site Window* and drop it there. The image file will now appear in the *Site Window*.

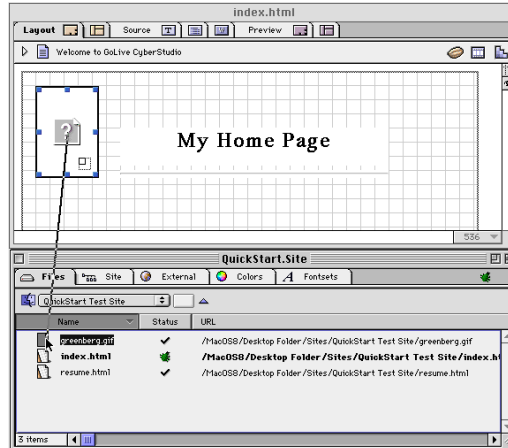
13 Double-click *index.html* to open it.

14 Locate the image in the page. Where the image used to be, there is only an image placeholder (the icon with the question mark).

15 You will now use Point & Shoot for the first time to fix the “lost image” problem.



- 16** Command-click the image placeholder and drag at the image file in the *Site Window* (see the illustration below).



- 17** Release the mouse button when the small file icon and the filename highlight. The interconnecting line blinks twice and the image reappears. You will also notice that the “bugs” have disappeared from the *Site Window*. This is because your site is complete now.

Managing Web Pages and Media in the Site Window

The *Site Window* is a key element in GoLive CyberStudio: It shows the folder where you store everything you need to create a site (such as pages, graphics, and movies).

So, whatever item you want to use in your site, be sure to drag it to the *Site Window*. There are some important reasons to store items in the *Site Window*:

- You can use GoLive CyberStudio's *Point & Shoot* feature to easily link to them.
- The *Site Window* provides an easy way to manage resources. Inspectors appear for each selected item to let you preview its content, rename it, choose a Finder label, and use other file-related options.
- The *Site Window* is GoLive CyberStudio's window to the Finder. Instead of locating files in Finder windows or file selection dialogs, you simply double-click a page directly within the application to open it.
- GoLive CyberStudio manages all links for you to maintain the integrity of your site. Whenever you move or rename an item in



the *Site Window*, you will be automatically prompted to update its links.

We will now create a folder in the *Site Window* to see how GoLive CyberStudio interacts with the Finder.

Here's how you create a folder:

- 1 Open the *QuickStart.Site* site document you created earlier in this chapter.
- 2 Go to the *Palette* and click the *Site* tab.



- 3 Locate the *Folder* item and drag it onto the *Site Window*.
- 4 You have just created a new folder. Open the *Inspector* window, now titled *Folder Inspector*, and name the new item.
- 5 Drag the *resume.html* onto the new folder.
- 6 When prompted to confirm whether you want to have all references updated, click OK. GoLive CyberStudio “knows” the location of each object in the *Site Window* and needs to update its internal records now.
- 7 Click the small triangle next to the folder icon to open the folder and view its content.
- 8 Switch to the Finder and open the site folder. You will notice that a new folder has appeared.
- 9 Open the new folder and view its content. You will find the *resume.html* page you moved in the *Site Window*.

This action demonstrates how tightly the *Site Window* is integrated with the Macintosh Finder: If you move a file in GoLive CyberStudio, the same happens in the Finder. For your everyday work, this means that you don't have to resort to the Finder to manage the files that make up your site; you can do it all in GoLive CyberStudio. You will benefit from this capability later on when your links are in place.



The *Site Window* also lets you view the content and general properties of the files it contains.

Here's how you view the content of a page:

- 1 Select *index.html* in the *Site Window*.
- 2 Open the *Inspector* window, now titled *File Inspector*, and click the *Content* tab. You will see a thumbnail preview of your page.



- 3 Click the *Page* and *File* tabs to view other properties, such as HTML title, Finder Label, file size, and many more.

Creating Links

You now have a two pages with varying amounts of content, but as yet, there's no way that a site visitor can get from one to the other. The next thing to do, therefore, is to add some links. GoLive CyberStudio provides a number of ways of linking, but we'll restrict ourselves to using Point & Shoot, which is the most intuitive way of creating links in GoLive CyberStudio.

Inserting Text to Link From



First, you have to create the text that site visitors will click on to go to another page:

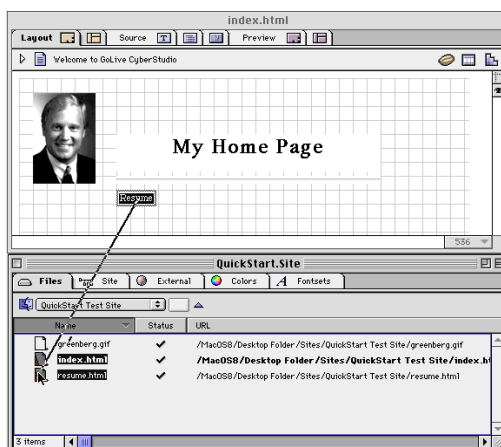
- 1 Go to the *Site Window*, locate the *index.html* icon, and double-click. The page opens for editing.
- 2 Go to the *Palette*, locate the *Text Box* icon, and drag it to the layout grid you've inserted before.
- 3 Place the cursor in the text box (it will change into an I-Beam) and enter "Resume".



Linking with the Site Window

Here is how you create a link from selected text using Point & Shoot:

- 1 In *index.html*, select “Resume” so that it’s highlighted.
- 2 Open the *Site Window* and locate the *resume.html* icon.
- 3 Command-click the selected text (a small curly line appears on the cursor) and drag to the *resume.html* page icon in the *Site Window*. The screenshot below illustrates this process.




- 4 Release the mouse button when the small page icon and the file-name highlight. The interconnecting line blinks twice and the text is now displayed in blue and underlined.
- 5 You have just created your first hyperlink in GoLive CyberStudio.
- 6 Go back to the source of the link and Control-click the Resume text item to try out the new link.
- 7 The *resume.html* page opens on top of the other windows.



Unlike browsers, which open linked pages in the same window, GoLive CyberStudio opens new pages in a new window.

Linking from a Graphic

In addition to linking from text, you can also link from a graphic. Here’s how:

- 1 Open *index.html* and locate the graphic you inserted earlier.
- 2 Select the graphic. The *Inspector* is now titled the *Image Inspector*.
- 3 In the *Image Inspector*, click the *Link* tab.
- 4 Select the *New Link*  icon.



- 5 Locate the Point & Shoot button in the *Image Inspector*. It is located below the *URL* text box at the top of the main window area.
- 6 Click the Point & Shoot button and drag to the *resume.html* page in the *Site Window*.
- 7 Release the mouse button when the small page icon and the file-name highlight. The interconnecting line blinks twice and *resume.html* appears in the URL text box.
- 8 Go back to *index.html*. A blue border appears around the image to indicate that it is a clickable hyperlink.
- 9 Control-click the image.
- 10 The *resume.html* page will open in a separate window on top of *index.html*.




Unlike browsers, which open linked pages in the same window, GoLive CyberStudio opens new pages in a new window.

When site visitors click the graphic, it will take them to the second page.

You may find the blue border around the image annoying. Here is how you remove it:

- 1 Click the image to select it.
- 2 Go to the Image Inspector and click the *Spec.* tab rider.
- 3 Locate the *Border* checkbox and text box combination.
- 4 Click the *Border* checkbox and make sure that "0" is entered in the text box next to it.
- 5 This will remove the border around the image.

Did you notice the difference between linking from text and linking from an image? You can't link from an image directly using Point & Shoot: To repeat, linking from an image requires that you go to the *Image Inspector* and click the New Link button  before using Point & Shoot.

Adding Other Media to the Site Window

As we've said, the *Site Window* stores all of the resources you need for your site. Let's see how this works with objects other than pages:

- 1 Copy any GIFF, PNG, or JPEG graphic file to the *QuickStart Site* folder or drag & drop it from the Finder to the content area of the *Files* tab in the *Site Window*.



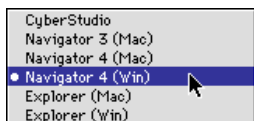
- 2 Whichever way you choose, the graphic file will be listed in the *Site Window*.
- 3 Double-click the *index.html* icon. The page will open.
- 4 Go to the *Site Window* and click on the *Files* tab, if it is not open.
- 5 Drag & drop the graphic's icon to your page. The graphic will appear on the page.

You could have entered the graphic as you did previously, that is, by using the *Graphic* icon from the *Palette*. GoLive CyberStudio gives you several ways to perform many operations, but using the *Site Window* to insert objects is particularly convenient. You can use the same technique for other objects as well.

Previewing Your Work

Now that the links are in place, you'll want to test them. You do that either with GoLive CyberStudio's *Preview* mode or with your browser. To use GoLive CyberStudio's *Preview* mode:

- 1 Open the page you want to preview—in this case, *index.html*.
- 2 In the document window, click the *Layout Preview* tab (the second from right, labeled *Preview*).
- 3 GoLive CyberStudio shows a preview of your page.
- 4 Go to the *Inspector* window, now titled *Layout View Controller*, and locate the *Root* menu.
- 5 Select an option from the *Root* menu, for example *Navigator 4 (Win)*, to see how your page displays in Navigator 4 on a Windows platform. Switch between the menu options and observe how your page changes in *Preview* mode.



You will notice that the text “grows” whenever you switch to a Windows-based browser. This feature shows the vast differences between browsers and platforms—a fact you should keep in mind when designing your pages.

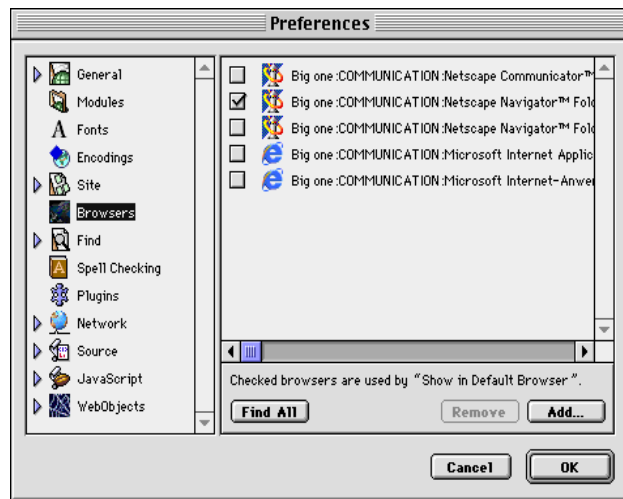
Because browsers and platforms all do things their own ways, a page that looks fine on one system can look terrible on another. It's always a good idea to use the *Root* menu options in the *Layout View Controller* or, better yet, try out your pages on as many different browsers and platforms as you can.

- 6 Locate the Resume link, just as you would in a browser. The cursor turns into a hand when you are over the link.
- 7 Click the link and Resume.html opens in a new window.

To use a browser:



- 1 Go to the *Edit* menu and choose *Preferences*.
- 2 Select the *Browsers* icon (if it isn't visible, scroll to it).
- 3 In the *Browsers* settings, you can click *Add* and then manually select the browser you want. Or you can click *Find All* and let GoLive CyberStudio automatically find all the browsers installed on your hard drive.
- 4 If you have more than one browser, click to select the checkbox to the left of the one you wish to be the default (see below). Click OK.



- 5 Close the *Preferences* dialog box to return to your page.
- 6 Locate and click the *Show in Browser* icon at the extreme right of the toolbar. (The icon varies with each browser.) Your browser will launch and display your page.
- 7 Locate the Resume link on the browser's display.
- 8 Click the link and Resume.html opens in the same window.





Part 3 — Using Advanced Features

This section introduces some of the advanced features of GoLive CyberStudio, including its multiple image selection and link creation options, the site designer, FTP, and others.

Multiple Ways to Insert Graphics

After you have been working with GoLive CyberStudio for some time, you will appreciate that it offers various alternative ways of getting a particular task done. This is also true for inserting images. The following list is a summary of your options:

- If you manage your images in the *Site Window*, you can insert them directly via drag & drop.
- You can insert an image placeholder from the *Palette*, then Command-click it and Point & Shoot at an image in the *Site Window*.
- You can insert an image placeholder from the *Palette* and use either of the following options in the *Image Inspector*:
 - The *Source* text box will show "Empty Reference" when you have not yet selected a filename to insert there. You can type directly in this text box to specify a folder path and an image filename. The folder path is only required if the image file resides in another folder.
 - Clicking the *Browse* button opens a file selection dialog box. Navigate to the file you want and click Open. GoLive CyberStudio will insert the file's name into the URL field and replace the image placeholder with the image.
 - You can click the Point & Shoot button and drag to an image in the *Site Window* to have GoLive CyberStudio replace the image placeholder with the image



Multiple Ways to Create Links

GoLive CyberStudio also gives you various options for creating links from selected text or images. The following sections give an overview of your options.

Linking Directly from Selected Text

As explained earlier in this chapter, you can Command-click selected text and drag to a page icon in the *Site Window*.

Linking from Inspectors

In a Web page, only images and text can have clickable links, so only two *Inspectors* in GoLive CyberStudio offer link creation tools: the *Image Inspector* and the *Text Inspector*. Both *Inspectors* have the same set of options for creating links:

- The *URL* text box will show "Empty Reference" when you have not yet selected a filename to insert there. You can type directly in this text box to specify a folder path and a filename. The folder path is only required if the destination file resides in another folder.
- Clicking the *Browse* button opens a file selection dialog box. Navigate to the file you want and click Open. GoLive CyberStudio will insert the file's name into the URL field.
- As already outlined earlier in this chapter, the Point & Shoot button lets you click and drag at a page in the *Site Window*.

Linking via Drag & Drop

You can also drag a page icon (not an image or other media item) from the *Site Window* and drop it on selected text to create a link. This shortcut is, however, not available for placing a link on an image.

Create a Whole Site: Working Top-Down

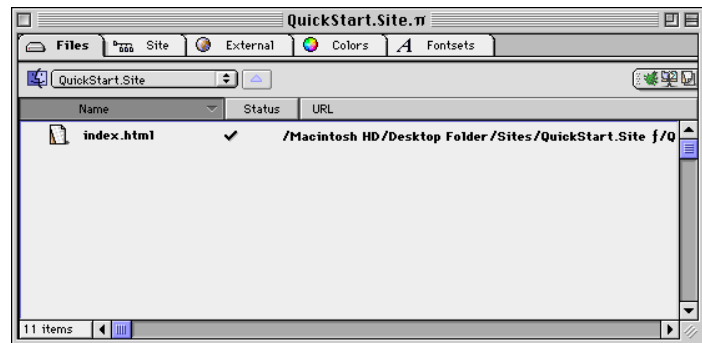
GoLive CyberStudio lets you create a site top-down. Top-down means you structure your site before creating content.

Working top-down with GoLive CyberStudio, you can insert placeholders for all your pages. At any time, however, you can change your mind about what to include. You can also temporarily stop structuring your site and start adding content. Here's how:

- 1 Go to the *File* menu and choose *New Site*.
- 2 In the subsequent dialog box, name the site something like QuickStart.Site.
- 3 Leave the *Create New Folder* checkbox selected to have GoLive CyberStudio create a new site folder. Click *Save*.



- 4 GoLive CyberStudio will create a new folder named *QuickStart.Site f* with the following content:
 - The *QuickStart.Site.π* site document: This is the document that displays in the *Site Window*.
 - The *QuickStart.Site* folder: This is the folder where your pages and media are stored. Its content appears in the *Files* tab of the *Site Window*. When you create a new site, it already contains a blank homepage, titled *index.html*.
 - The *QuickStart.Site.data* folder: This folder is used to store things that you need to build and maintain your site but that don't need to be uploaded. For more details, please see the user manual, *Chapter 16, Managing Web Sites with GoLive CyberStudio*, starting on page 535.
- 5 The *Site Window* appears, with a homepage already in place. It will look something like this:



- 6 You are now ready to design a site.

Building Your Site with Site View

You're now going to switch modes and work top-down, that is, you're going to decide what pages your site will have and then return later to add content to them. Although you'll be adding placeholders for pages, you can change your mind any time about what should go where.

Suppose you want your site to show visitors your resume, your career goals, and your interests. Suppose again that under your resume you wanted additional pages for your work history and some samples of your work. Here's how to add placeholders for those pages:

- 1 In the *Site Window*, click the *Site* tab.



- 2 Click the “eye” in the upper right corner of the document window to display the *Site View Controller*.
- 3 Click the *Display* tab and enable the *File Name* radio button in the Item Label group of options. (This displays the true filenames rather than the page titles.)
- 4 Move the mouse cursor over the solitary symbol at the top of the window. This is the *index.html* page GoLive CyberStudio has inserted when you created the new site.
- 5 A small document icon (we will refer to it as an “Create New Page” live button) appears at the bottom of the home-page symbol, as shown below.

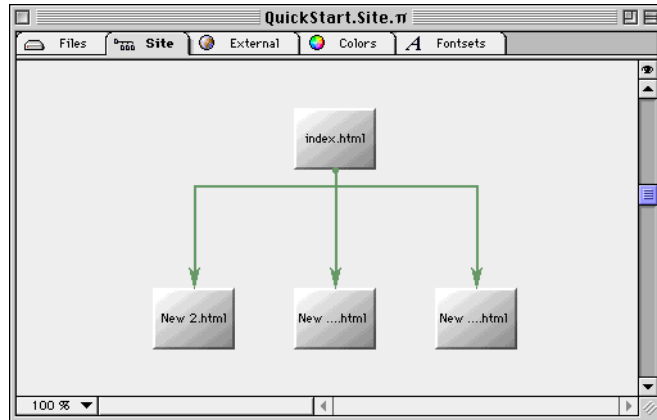


————— This is a “Create New Page” live button.

- 6 Click the “Create New Page” live button to add a new page. GoLive CyberStudio has created a new page symbol, titled *New 2.html*, that is the “child” of *index.html*. This action creates an empty page contained in a new folder named *New Pages* in the *Site Window*.
- 7 Now, move the mouse cursor over the new page symbol. Four Add Page Handles appear at the top, left, right, and bottom of the new page symbol.
- 8 Click the right or left “Create New Page” live button to create a new page that is a sibling of the first page you have just created. The new page will be named *New 2.1.html*, because it's the first page you create on the second level of the site's hierarchy.



- 9 Repeat this step once, so that you have the *index.html* and three other pages, all children of *index.html* and siblings of each other. Your screen should look something like this:



You now have a snapshot of the site and can see how the four pages will be related.

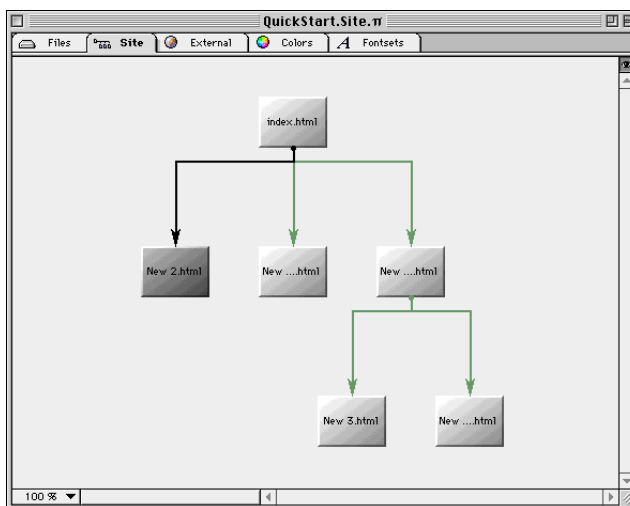
Because you want to have two separate pages that will be subpages of the resume, you can create them here.

In the *Site View* window:

- 1 Move the mouse cursor over the page that you'll use for your resume.
- 2 Click the bottom page "Create New Page" live button to create a new page that is a child of your resume page.
- 3 Repeat this step to create a second child page.



Your screen will look something like this:



You could continue adding, re-arranging, or deleting pages. This gives you a chance to work top-down and plan your site.

But switch modes once again, add some content to these pages, give them permanent names, add links to the homepage or parent page so they're reachable, then save them:

- 1 In the *Site View*, double-click *New 2.html*. It opens for editing.
- 2 As you did with *index.html*, add some content about your resume (contact information, for example) and a header that will immediately tell your visitor about the page. Keep your text brief for now.
- 3 When you're done adding content, rename the page as *re-sume.html* in the *File* tab of the *Site View Inspector*.
- 4 In the *Site View*, double-click *index.html*. It opens for editing.
- 5 Insert text, for example "Please see my resume", and link to *resume.html* as explained before.
- 6 Repeat with *New 2.1.html*, adding content for Goals.
- 7 Continue like this until you have added content to and linked all new pages previously created in the *Site View*.



8 When you are done, you will want to drag the files out of the *New Pages* folder to move them to the same level as *index.html*. Here's how:


- Go to the *Files* tab of the *Site Window*.
- Locate the folder *New Pages* and click the small triangle control to open it.
- Drag or Shift-click to select the files.
- Drag the files at the column head (labeled *Name*) of the *Files* tab and drop them there.
- When prompted to confirm whether you want to have all references updated, click OK.
- GoLive CyberStudio will move the files now and update all links to ensure that your site remains intact.

You have just created a site from scratch and added basic content and hyperlinks. You can now proceed to add more content, as outlined briefly in *Part 2 —Making First Steps with GoLive CyberStudio*.

Using FTP to Upload Your Site

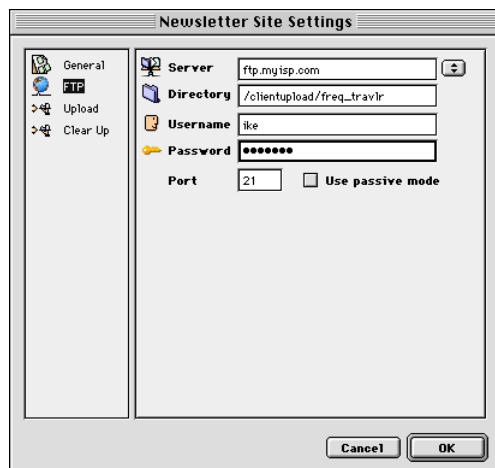
FTP (File Transfer Protocol) is the medium for transferring files between computers on the World Wide Web. Typically, an FTP session involves a client and a server. If you have already signed up with an Internet Service Provider, they may have created a personal FTP account and given you an FTP address, a user ID, a password, and the path to your personal directory (optional). You need this information to access their server and upload your site after you are finished with your design, so they can post it on their Web server. If you are not sure, ask the server administrator for information on your FTP account.

GoLive CyberStudio features an easy-to-use FTP client with drag & drop capability that is integrated into the *Site Window*. Before using FTP, you need to make several settings, including the FTP address, the target directory, your user ID and password, and various communication-related settings:

- 1** Make sure that you have all communications-related control panels (PPP, TCP/IP and Modem) set up properly on your Macintosh. For more detail, please consult the user manual of your modem or ISDN adapter.
- 2** With the *Site Window* in the front, click the *Site Settings* button  in the *Site Toolbar*.
- 3** The *Site Settings* dialog box appears (see below).



- 4 In the left section of the dialog box, click the *FTP* icon.




- 5 In the *Server* text box, type in the FTP address specified by your ISP for the Web server you wish to upload to.
- 6 If required, type in the directory path to your personal folder on the Web server in the *Directory* text box.
- 7 In the *Username* text box, type in the user ID given to you by the server administrator.
- 8 In the *Password* text box, type in the personal password given to you by the server administrator.
- 9 Place the cursor in the *Port* text box and type in the number of the port you will use to access your Web server, for example “21”, which is the most common port specification.
- 10 If a firewall protects the FTP server, you may have to check the *Use passive mode* checkbox.

Now that you have made the basic settings, you can connect to the FTP server:

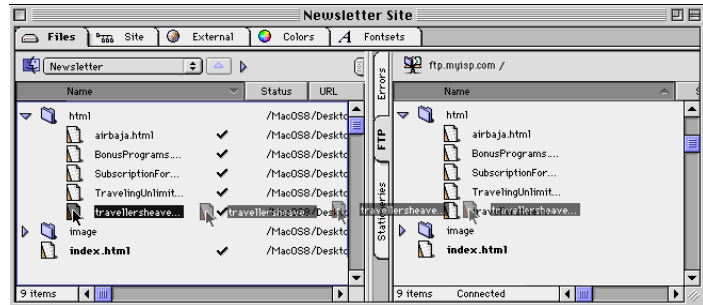



Click this icon to display the FTP tab.

- 1 If the *Site Window* displays a single-pane only, click the *FTP* icon in the icon bar at the upper right corner of window to display the *FTP* tab in the right pane.
- If the *Site Window* displays two panes, click the vertical tab rider labeled *FTP* in the right pane (if not already open).
- 2 Click the *FTP Server Connect/Disconnect* button  in the *Site Toolbar* to access the server.



- 3 GoLive CyberStudio starts connecting to the FTP server. Wait for the *Connected* message to appear in the status line at the bottom of the *FTP* tab.
- 4 When connected, drag files or folders from the left pane of the *Site Window* onto the *FTP* tab, as shown in the example below.



- 5 This is all you need to do to upload files to your ISP's server. You can also download files by dragging them in the reverse direction or open HTML pages in GoLive CyberStudio by double-clicking.
- 6 When you are done copying, click the *FTP Server Connect/Disconnect* button  in the *Site Toolbar* one more time to terminate the FTP session.

Summing Up

In this QuickStart guide, you've done the following tasks:

- created pages
- added content, including text and graphics
- added new pages and created a site document
- made links
- previewed your work
- designed a site
- uploaded files via FTP

Once you're comfortable with the material in this QuickStart guide, you'll want to learn how to upload your site to a Web server, use frames, insert QuickTime movies and Java applets, write JavaScripts, build DHTML animations, format your document with Cascading Style Sheets, and much more. The *User Manual* remains your best guide to GoLive CyberStudio's many features.



There's much more to know about Web design, of course, and you may want to read one of the many books on the subject. David Siegal's *Creating Killer Web Sites: The Art of Third Generation Site Design* (Hayden Books, 1996) is a good place to start.