

Adobe GoLive 5.0

This tutorial is for beginning users only. This will allow you to put up a simple webpage without many added frills. This is for the Macintosh version. Compiled by Sean Pearson (sean@iollan.com) Copyright© 2003. All rights reserved. Copies may be made for educational use only.

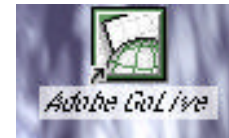
Installing:

1. Insert the CD and double click.
2. Click on the Install Adobe GoLive 5.0 icon.
3. Hit the following buttons when they appear: Continue, Continue (make sure country is USA), Accept (License), Continue, and Install
4. Type in serial number and information when asked for it.



Using (New webpage):

1. There should be an icon for Adobe Go Live on your desktop. If not go to the Adobe GoLive folder and double click on the program folder. Double click on the program.



2. When you click on the icon it will open the program. It will open a blank document.

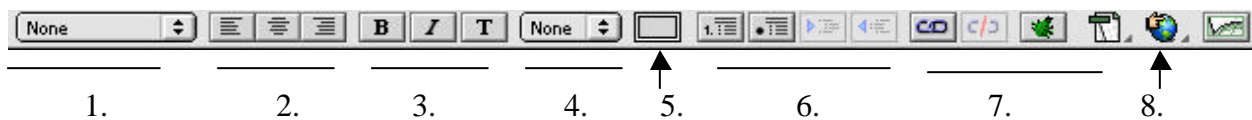


3. There are three views: Layout, Source, and Preview. When you make the page use layout view. This is where you add everything on the webpage. The others will be explained later.

4. Click on where it says, "Welcome to Adobe GoLive 5." Delete that and add the title of the webpage.

5. Go to the file menu and select save as. Name the file and add .html at the end. (example.html) You now have a webpage.

6. In the layout window you can type anything you want and it will appear on the webpage like you type it. However you should format it. Lets look at the formatting toolbar.

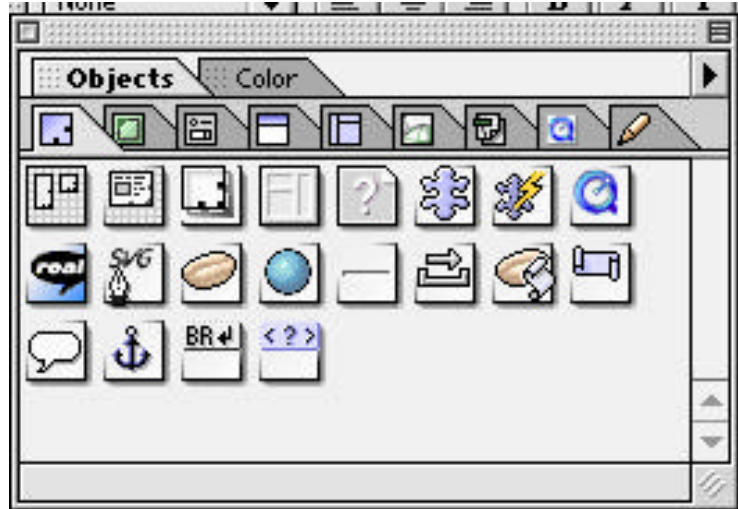


Starting from left to write:

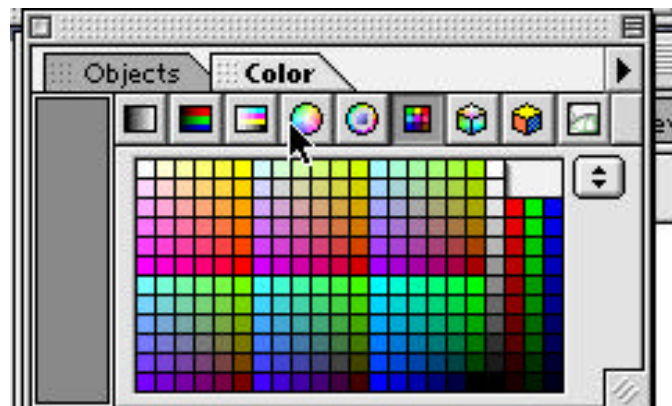
1. The left most submenu allows you to pick the header you want. Headers are generally used at the beginning of the document and to introduce sections. Pick one and type something. Then highlight it select a different kind.

- The next three items are justification. You have three options: left, middle, and right. Default is left. You can use justification two ways: 1. Click the one that you want before you start typing. 2. Type your text and then highlight it. Click the justification you want. It should change.
- The next three shows the basic font faces webpages use. **B** = Bold, *I* = Italics, and T= teletype (type writer type). Either click the face button first and then type, or highlight the text after typing and hit the face button.

- This is the font size option. The default size for webpage fonts is 3. 7 is the largest and 1 is the smallest. If you choose to use the + and - choices at the bottom of the list, please realize that -2 is the same as -7.



- When you click on the grey square button it will bring up this. Hit the color tab. Hit the sixth button (see below). Select the color that you want. The same goes with this: you can either chose the color before you type or after by highlighting. Explore the objects tab as you wish.



- The next four buttons deal with bulleted lists. The first one allows you to have a numbered list. The second one allows you to have a bulleted list. The next to lets you increase or decrease an indent. To make it easier hit the list button first before typing the text. If you want a sublist, type the text and then hit the arrow button facing right. To stop the list, hit the left arrow-facing button until the number disappears.
- The first button allows you to type in a webpage link. It has to be a webpage. Example: to link hotmail.com one would first click the link button and then type the name. Hotmail and then click the remove link button. Then hold down the control key and click on the link. Select Edit Link and type the address you desire and hit change. The green button allows you to see which links have addresses.

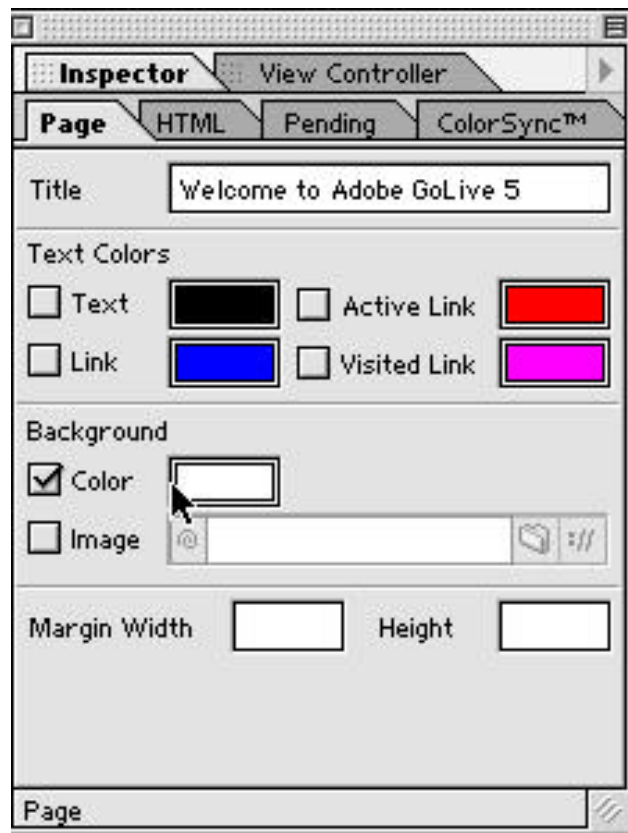
8. This button allows you to view your webpage in the browser of your choice. Now you have a simple webpage with varying fonts, styles, colors, sizes, and links as well. The following will focus on specific options.



To view source click on the source tag. If you want to preview your webpage click on the preview tab.

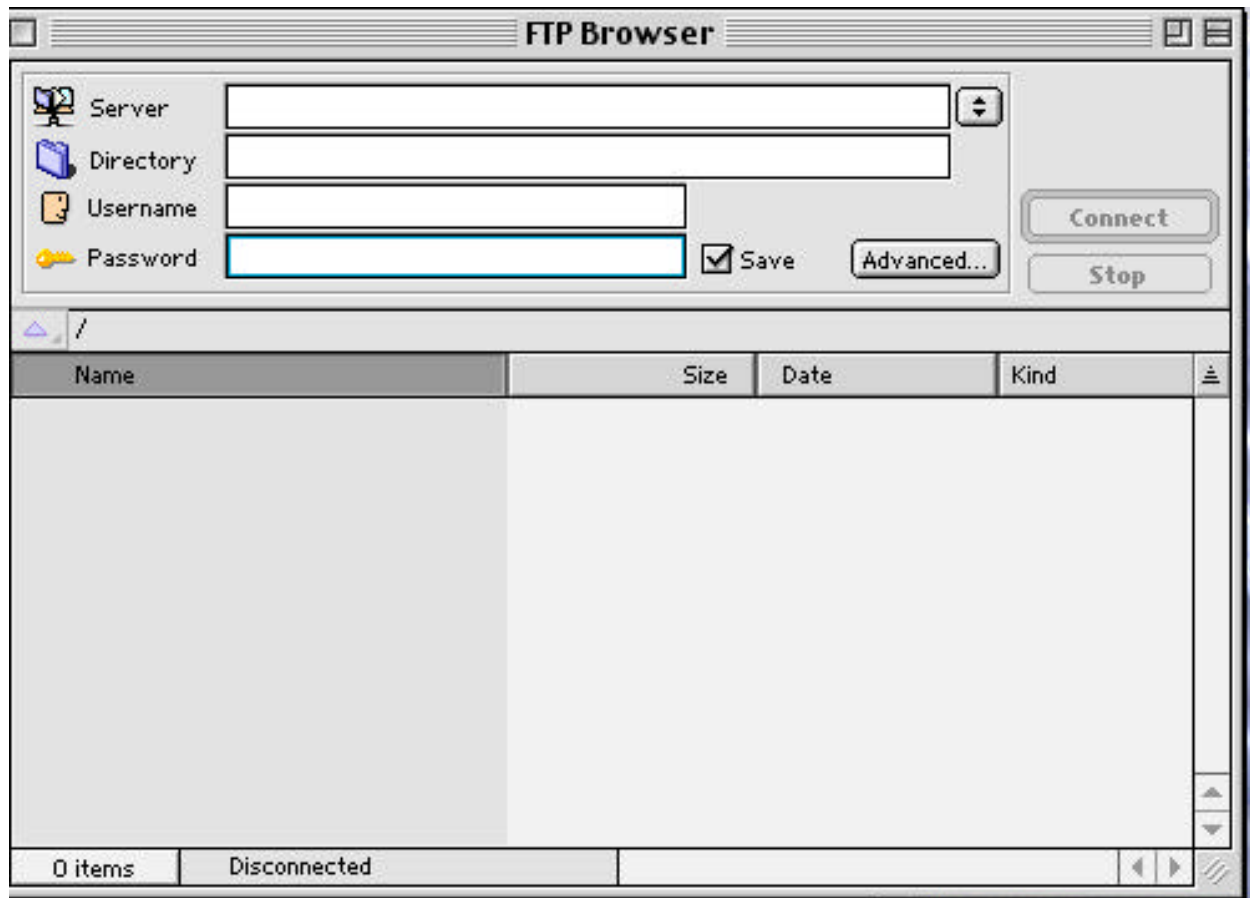
To change the background color:

1. Hold down the control key and click on the webspace.
2. Select document and page properties.
3. Change the background color or choose an image that you like from your computer.



To upload files:

1. Select FTP Browser from file menu.



2. Type the information needed into the following boxes.

Server: Where you upload your files.

Directory: The main directory of your website. Usually either www or /

Username: The name you use to log in.

Password: The password for your webpage.

Once this is entered in click the up/down arrow and select "Add current server." This way you do not have to enter this in every time you want to use it. Hit Connect. To upload files just click and drag them from where you store them on your computer into the window below password. This will replace the old version with the new one. When you are done hit disconnect.