



Drag any icon from the Palette and drop it on the respective tab of the Project window to insert a generic element.



The **Groups** tab includes groups, that is, containers for similar objects that help you clean up your **Project** window.

The following table lists the individual tags in the **Groups** tab and explains how to use them.

To add pages or resources to the project using the **A** command, proceed as follows:

1 Choose the **A** command from the **File** menu.

A

x

2 In the subsequent file selection dialog box, click to select a file or folder from the list box in the upper left corner.

3 If desired, click **Create** to have GoLive CyberStudio build a preview of an image or the title frame of a movie.

4 Click **Add** to add a single file to the **Assets** list, click **Add Folder** to add a folder,

- 7 Choose the `Import` command from the `File` menu or press `Command-V` to paste the URL from the clipboard, overwriting the generic URL in the `URL` text box.
- 8 Press the Return key to confirm your entry.
- 9 Place the cursor in the `Name` text box, name the new URL (overwriting the generic `Generic` name) and press the Return key to confirm your entry.

To import a bookmark file, address book, or plain text file using the `Import` command, proceed as follows:

- 1 Go to the `File` menu and choose `Import`.

- 2 In the subsequent file selection dialog box, click to select a file from the list box.

You can import a bookmark file, address book, or plain text file using the `Import` command, proceed as follows:

Alternatively,

Setting Up the Project in the Project Inspector

Choosing a Home Page

When you are done importing resources and files, choose the
to defiour4 home page.

Because the home page is the highest-ranking page in the hi

home pag. s () /

4 The displays the file icon of the newly chosen home page now.

- 3 Click the New button in the lower right corner of the tab to enable the text box.
- 4 Type in a filename fragment and press the Return key to confirm your entry. GoLive CyberStudio will ignore all files with that fragment in their filenames.
- 5 Repeat steps 3 and 4 for all file types that you wish GoLive CyberStudio to ignore.
- 6 Click the Delete button to delete a selected exception.
- 7 When you are done defining exceptions, click the Update Project button to have GoLive CyberStudio reparse the project and reset the error messages accordingly.

Managing Files Using the Reference



 To view basic file information and Finder-related settings, proceed as follows:

1 With the Web page still selected, click the tab rider of the  -

2 You can make two Finder-related settings:

- Choose a Finder label from the  popup menu. The color field  popup menu will change to the color of the new Finder label.
- Check the checkbox if you wish to reuse the file as a template for other pages.

3 You can also view file-related information from the Finder:

-  shows the date and time when the current file was saved first.
-  shows the date and time when the current file was saved last.
-  shows the amount of disk space (in kilobytes) the current file occupies on your hard disk.
-  and  are the codes your Macintosh uses to identify files created by GoLive CyberStudio.

To preview an image or a media file, proceed as follows:

- 1 With the image or media file selected in the window, click the tab rider of the .

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The Graphics Inspector

Accompanying the `w` is a context-sensitive window that lets you build the site view, zoom in and out of the graphic, and adjust various display properties, such as grid width, geometry, and color.

To control the following display options in the `w`, proceed as follows:

The Link View Tab



Alternatively, you can also zoom in on a page from the _____ window:

_____ the pages you wish to view in the _____ window.

w

_____ your site by clicking page and resource icons

progressively—
through all lev



Drag the File Group icon from the /

... to add a new untitled file

Click here to name the grc

... then check this option t
Studio place all generic file.

the and
checkbox.

Adding Generic Links in the Site View

The  also supports the  insertion of generic links. Generic links are a site design tool that lets you add “placeholder links” to your pages to edit them when you are done with your site design.

To ad

Opening Generic Pages for Editing

You can open generic pages either directly from the `w` or fr

The `Links` tab of the `Properties` window works much like a to-do list. By reminding you of the links that need to be created still to complete the job, it assists you in building very complex sites without having to maintain a “checklist-style” record of your actions.

- 8** Use `Ctrl+L` to to be a physical link between, for example, selected text on the current page and any of the files listed in the `Files` tab.
- 9** The status of the generic link referencing that page will be reset because it has been established as a physical link now. The small lozenge icon disappears from entry in the `Links` tab to indicate this change in status.
- 10** Repeat steps 1 through 9 until all generic pages have been turned into physical Web pages and the `Links` tab doesn't show any generic links anymore.

To view Web pages with invalid or faulty pathnames in links, use the **W** tab of the **W** window:

- 1 In the **W** window, click the **W** tab.
- 2 Click the **W** tab for Web pages that contain errors, such as broken links to other pages or resources.

The example below shows two Web pages that have lost referenced files.

W

W

To view invalid objects that could not be found because they were deleted, moved, or renamed, use the **V** tab of the **W** window:

- 1 Go to the **V** menu and choose **W** to open the window shown below.
- 2 Click the **V** tab.

V

W

The example above shows the lost file and its previous location relative to the home page.

Repairing

When an error is displayed in all three tabs of the `Files` window, it is very likely that somebody has accidentally moved, deleted, or re-named a file that your project needs because it is referenced by pages.

If error messages point at broken links coming from or going to an invalid object, locate the physical file to ensure that your site is fully intact and doesn't contain any dead-end links.

To find a missing file, pr

- 10 Optionally, you can open the dialog box and edit the default folder names used for publishing the site.

Uploading Your Site

With GoLive CyberStudio, you can easily upload or download individual Web pages or an entire Web site or open individual HTML pages or WebObjects declaration files on remote server volumes for editing. You can also preview and stage pages and sites before uploading them to your Web server.

GoLive CyberStudio supports most popular server platforms, in-

over control of your Internet access to the Internet Config program. Internet Config stores Internet addresses and Web-specific settings for all applications on your Macintosh that have access

FTP Download Preferences

The `File -> Web -> Download` dialog box allows you to assign a program on your Macintosh to files you download from the Web.

The Macintosh uses a special four-character code to identify file types and creators, allowj 6.5t9t0tDi1.072eny fi



- Checking the checkbox instructs GoLive CyberStudio to create a file in Apple's proprietary multi-content format. This MCF file is a three-dimensional fly-through view of your site that your audience can use as a navigation aid. You can view this file by selecting it in the tab of the window and opening the tab of the (see page 427).
- Checking the checkbox instructs GoLive CyberStudio, on opening the project, to verify only those files that are in the project's file structure. (See page 427).

