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.

Here's what you'll cover:

- creating pages
- adding content to pages, including text and graphics
- structuring your site
- linking
- previewing your work

What You Need to Get Going

Minimum System Requirements

1 A PowerMac (or equivalent) running Mac OS 7.5.5 or later

For Full Functionality

- QuickTime and QuickTime Power Plug, Versions 2.5 or later
- Sound Manager 3.1 or later
- AppleScript, World Script, Scriptable Finder, 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 Insert the GoLive CyberStudio CD into your CD-ROM drive.

2 Double-click the installer icon.

3 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).

Two Ways to Work

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

Create a Whole Site: Working Top-Down

When you work top-down, you structure your site before creating content. 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.

Working top-down with GoLive CyberStudio, you can insert place-holders for all of these separate items. 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.

Creating Individual Pages: Working Bottom-Up

When you work bottom up, you build individual pages first and then organize them into a site. To continue with the personal home page example, 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.
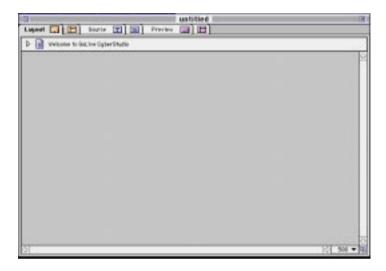
How to Work in Quick-Start

In this QuickStart guide, you'll begin by working bottom-up and cre-ate a personal home page. You'll include text, graphics, and multi-media, as well as identify the places on the page from which you'll link to others. After you've created some content, you'll switch modes and start thinking of the organization of the other pages that will make up the site.

The Main Window

Launch GoLive CyberStudio (and fill in your registration number 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*, where you enter content and where you are when GoLive CyberStudio starts
- *Frames*, where you create and manage frame sets
- *Source*, which shows you the HTML that makes up your page and which you can examine and edit
- *Outline*, which also shows your HTML but structures like an outline whose sections you can expand or collapse
- *Preview*, where you can see what your finished page will look like

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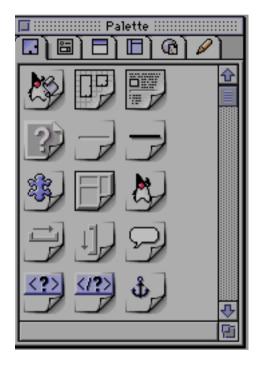
Your First Page

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 *Layout* 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 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 ac-

commodate the size of the objects you place on it. You can also make it larger yourself by selecting it and dragging the appropriate handle.
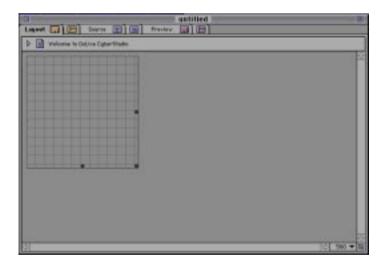
You don't have to use a single *Layout* grid for your entire page. Doing so, in fact, will create unnecessarily large HTML files. Instead, you can mix-and-match *Layout* grids and normal HTML or even use several small *Layout* grids on the same page. That will give you both design flexibility and smaller HTML files.

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.

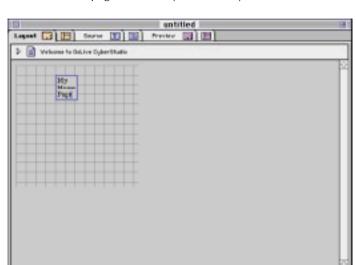Release the mouse button. The grid is now on your page something like this:

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 *Text Box* 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.
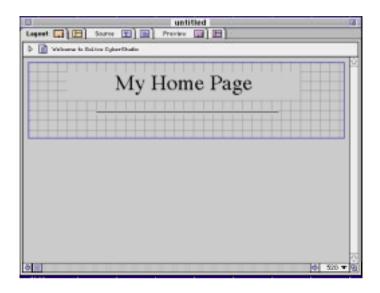
7 Enter "My Home Page."

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.

6 Select the text "My Home Page" in the usual Mac way.

7 Go to the *Style* menu and choose Bold.

8 Go to the *Style* menu and choose Size, then 7.

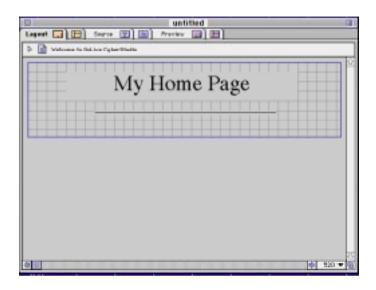**9** Go the *Format* menu and choose Alignment, then Center.

Instead of using menus, you could have made the same changes with the icons on the toolbar—for example, by choosing ⬚**B** for Bold, ⬚ 7 ▼ for Size, and ⬚≡ for center alignment.
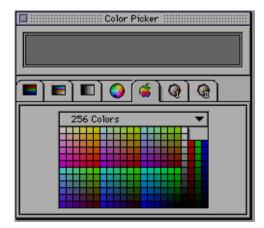
Now let's add a horizontal rule:

1 Go back to the *Palette* and locate the *Horizontal Rule* icon.

2 Hold the mouse button down and drag the *Horizontal Rule* icon onto your grid.

3 Position it just under the text.

Your screen should look something like this:

The Color Picker

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 Picker,* which looks like this:

The *Color Picker* has seven palettes; the default is the System palette (selected here); it's always wise to use either of the two browser-safe palettes that will keep your colors consistent across platforms.

To change your page's background color:

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

2 Go to the *Color Picker* and click on a color to select it. The color will appear on the Color Preview Pane in the upper part of the *Color Picker*.

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 Picker* (if it isn't opened).

3 Go to the *Color Picker* and click on a color to select it. The color will appear on the Color Preview Pane in the upper part of the *Color Picker*.

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.

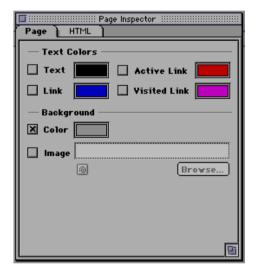**6** Release the mouse button and the text color changes.

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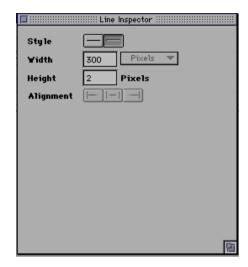
Here you see information about your page—for example, its default color for text and links. You can also see the background color for your page. You can change any of these colors from here by clicking on the small color preview panes beside each attribute: The *Color Picker* module opens and you choose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

*   icons for anchors
*   JavaScripts
*   new HTML tags that GoLive CyberStudio doesn't yet know about
*   comments
*   spacers
*   frames

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 platforms you expect to use, either for serving or viewing pages. For example:

*   DOS-based machines can handle only up to eight characters in their names, plus three more in their extensions (like mypage.htm).
*   UNIX machines won't accept names with any blanks or spaces.
*   To ensure your pages have the extensions necessary for UNIX or Windows servers:

1   Go to the *Edit* menu and choose Preferences.

2   Select the *Project* icon. (You may have to scroll to make it visible.)

3 In the *HTML files are files with* section, click the *Filename Extension "html"* or *"htm"* or *"Both"* radio button.

4 Click OK to confirm your selection.

GoLive CyberStudio appends the default extension to your filenames when you save them.

The Project Window: Gathering and Storing Resources

To this point, we've worked with just a single page that included text, graphics, and multimedia. As you add more pages and objects to a site, you can easily lose track of the resources you use. GoLive Cyber-Studio's *Project* window helps you see what you're using.
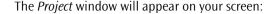
To show you how this works, you first need to save the page you've been working on to the folder you'll use for the site you're building. Here's how:
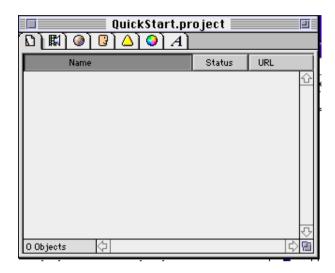
1 Go to the *File* menu and choose Save.

2 In the subsequent dialog box, create a new folder (call it Quick-Start Test Site).

3 Save the page you've been working on as welcome.html

4 Close the page.

Now you're going to create a project window and store all your re-sources there—including new pages, multimedia objects, and graphics.

Creating a Project

1 Go to the *File* menu and choose New Project.

2 Name the project something like QuickStart.Project.

3 Save it in the same folder where you saved welcome.html.

The *Project* window will appear on your screen:

The *Project* window is empty for the moment, even though you've already saved your first page. To tell GoLive CyberStudio you want to use that page in this site:

1 Go to the Finder.

2 Locate and open the *QuickStart* folder.

3 Locate the *welcome.html* icon and drag & drop it into the *Project* window.

4 Go back to GoLive CyberStudio.

5 Select the *Pages* tab (if it isn't already selected).

welcome.html is now part of the project.

The *Project* window is a key element in GoLive CyberStudio: It's the container where you store references to everything you need to create a site (such as pages, graphics, and movies). You can use an alias of an object rather than a copy and so avoid needless duplication.

You could leave files where they happen to be on your hard drive; GoLive CyberStudio will still keep track of them. However, there are some important reasons to store references in the *Project* window:

• You can use GoLive CyberStudio's *Point & Shoot* to link them to other objects.

• You avoid the potential problem of losing track of your resources.

Adding Pages to the Project Window

To make sure that all new pages are automatically added to the *Project* window, set a GoLive CyberStudio preference:

1   Go to the *Edit* window and choose Preferences.

2   Locate the *Project* icon on the left side of the *Preferences* dialog box. (If it isn't visible, scroll to it.)

3   Check the box labeled *Automatically add new documents*.

Whenever you're working on this project, all the pages you save will automatically be added.

Adding Other Media to the Project Window

As we've said, the *Project* window stores references (or aliases or bookmarks) to the resources you need for your site. Let's see how this works with objects other than pages:

1   Copy any graphic file to the *QuickStart Site* folder.

2   With the *Project* window open, click on the *Media* tab.

3   Drag & drop the graphic file from the Finder to your page. The graphic file will be listed in the *Project* window.

4   Click the *Pages* tab.

5   Double-click the *welcome.html* icon. The page will open.

6   Put the cursor somewhere on the page's *Layout* grid.

7   Go to the *Project* window and click on the *Media* tab.

8   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 *Project* window to insert objects is particularly convenient. You can use the same technique for other objects as well.

Identifying the Home Page

Every site must have a home page, that is, the page that site visitors first see. From there, they can link to other pages. Here's how to tell GoLive CyberStudio what to use as your home page:

1   Open the *Project* window and select *welcome.html*.

2   Open the *Inspector*, now titled the *Reference Inspector*. Note that the name field displays the name of the page, welcome.html.

3   Select the *Page* tab (if it isn't already selected).

4   Locate the *Home Page* checkbox (in the lower half of the *Reference Inspector*) and click on it.

5 In the *Project* window, welcome.html is now set in bold type to indicate it's the home page.

6 Go to the *Project* menu and choose Show Site. You'll see welcome.html.

The *Site View* gives you a picture of your site, a way to add to it, and a way to structure it. Right now, there's only welcome.html, but you'll add more.
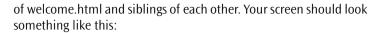
Building Your Site with Site View

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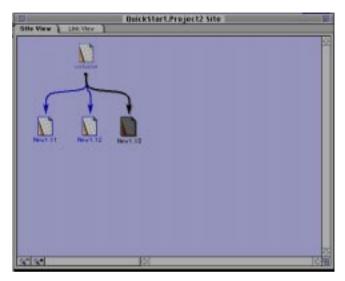
Suppose you want your site to show visitors your resume, your career goals, and your interests. Suppose again that under your resume you wanted additional pages for your work history and some samples of your work. Here's how to add placeholders for those pages.

In the *Site View* window:

1 Select the home page (that is, welcome.html).

2 With the mouse button down, press and hold the Option key.

3 Drag the *welcome.html* icon downward a few inches.

4 Release the mouse button.

GoLive CyberStudio has created a new page icon, titled New 1.1., that is the "child" of welcome.html. Remember that it is not yet a real page but simply a placeholder. Repeat these steps twice more, so that you have the welcome.html and three other pages, all children

of welcome.html and siblings of each other. Your screen should look
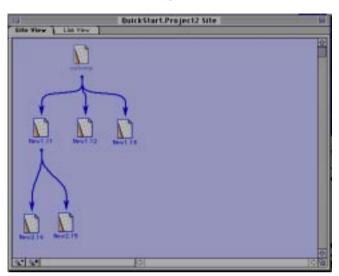something like this:

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   Select the page that you'll use for your resume (here New 1.1).

2   With the mouse button down, press and hold the Option key.

3   Drag the New 1.1. page downward a few inches.

4   Release the mouse button.

5   Repeat Steps 1 to 4 to create another child of New 1.1.

Your screen will look something like this:

You could continue adding, re-arranging, or deleting placeholders for pages that are "generic" (that is, they have no content and are not part of your project until you save them). 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, and save them:

1 In the *Site View* window, double-click New 1.1. It opens for editing.

2 As you did with welcome.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 Resume.html in the *Image Inspector*.

4 Repeat with New.1.2, adding content for Goals.

5 When you're finished adding content, rename the page as Goals.html.

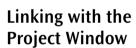**6** You will then want to drag the files from the *GenericPages* folder within the *Project* window.

Linking Pages

You now have a series of 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, and we'll use two of the most common ones. First, however, you have to create the text that site visitors will click on to go to another page:

1 Go to the *Project* window, locate the *welcome.html* icon, and double-click. The page opens for editing.

2 Go to the *Palette*, locate the *Layout Grid* icon, and drag it to the page.

3 Go to the *Palette*, locate the *Text Box* icon, and drag it to the page.

4 Place the cursor in the text box (it will change into an I-Beam) and enter "Resume" and "Goals," each on a separate line.

Linking with the Project Window

Here is the first way to create a link:

1 If welcome.html isn't open, go to the *Project* window and open it.

2 Select "Resume" so that it's highlighted.

3 Open the *Project* window and locate and select the *resume.html* icon.

4 Holding down the mouse button, drag the *resume.html* icon from the *Project* window until it's over the text "Resume" on your page.

5 Release the mouse button; "Resume" will be linked.

Here is the second way to create a link:

1 If welcome.html isn't open, go to *Project* window and open it.

2 Select the text "Goals."

3 Go to *Project* window and the open goals.html. You now should have two pages open.

4 Click on goals.html so it's the frontmost window.

5 Go to the *Page* icon on goals.html.

6 Holding down the mouse button, drag the *Page* icon from goals.html until it's over the text "Goals" on welcome.html.

7 Release the mouse button; "Goals" will be linked.

Linking from a Graphic

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

1 Open welcome.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 The URL field will show "Empty Reference" because you have not yet selected a filename to insert there.

6 Click Browse. A file selection dialog box will open.

7 Navigate to the file you want and click Open. GoLive CyberStudio will insert the file's name into the URL field.

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

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:

Open the page you want to preview—in this case, welcome.html.

8 Locate the Resume link, just as you would in a browser. The cursor turns into a hand when you are over the link.

9 Click the link and Resume.html opens in a new window.

To use a browser:

1 Go to the *File* menu and choose Preferences.

2 Select the *Browser* icon (if it isn't visible, scroll to it).

3 In the Browser 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 the left of the one you wish to be the default. Click OK. You don't have to repeat these first four steps, unless you want to change default browsers.

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.

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 try out your pages on as many different browsers and platforms as you can.

Summing Up

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

- created pages
- added content, including text and graphics
- added new pages and structured your site
- made links
- previewed your work

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, 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.