

IDEAS Training Module: GoLive

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I. The GoLive Work Area

A. Document Window views

1. Layout Editor
2. Frame Editor
3. (HTML) Source Editor
4. (HTML) Outline Editor
5. Preview
6. PDF Preview

B. Toolbar

C. Palettes

1. Objects palette
2. Inspector palette
3. View Controller
4. Color palette
5. Other palettes
 - a) Table
 - b) History

D. Preferences

1. General
2. Fonts
3. Site
4. Browsers
5. Find
6. Spell Checker
7. Plug-ins
8. Network

II. Creating a New Page

A. New page via File menu

B. Setting page view size

C. Setting Page Defaults

1. Page Name
2. Colors
3. Background
4. Link Colors

D. Saving Pages

1. Naming conventions

III. Design Issues

A. Layout size vs. Screen size

B. Fonts vs. graphics

C. Navigation techniques

IV. Working With Sites

A. Creating a New Site

1. Blank Site
2. Importing Sites
 - a) Folder
 - b) From Web via FTP

B. Adding Files to Site

1. Site Menu

2. Drag & Drop

3. From Desktop/Windows Explorer

- a) Updating Site Window

C. Creating New Pages

1. Blank Page from Object palette
2. Duplicating existing page
3. Stationary page

D. Organizing your site

1. Adding Subfolders
2. Moving Files
3. Renaming Pages and Files
 - a) From Site Window
 - b) From Inspector palette
4. Navigation View

E. Modifying Site window

1. Changing column views
2. Secondary view pane
3. Sorting items in view pane

F. Adding Site Colors & Font Sets

1. New Sets from Object palette
2. Adding used sets

G. Identifying Site Errors

1. Bug icon
 - a) Using Bug icon in pages
2. Error pane
3. Checking External Links

H. Publishing your sites

1. FTP Browser (File menu)
2. FTP pane
 - a) Upload options
3. All, Incremental, Modified, Selected

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V. Working with Type

A. Type Limitations on the Web

(Cascading Style Sheets covered later)

B. Entering Text

1. Direct Typing
2. Copy and Paste

C. Font Selection

1. Font Sets
 - a) Sans Serif: Arial, Helvetica, Verdana, Geneva
 - b) Serif: Times New Roman, Times, Georgia
2. Type Size
3. Header sizes
 - a) Paragraph style
 - b) Header sizes 1-6
*(1) 6 is the smallest;
1 is the largest*
 - c) Address and Preformatted formats
4. Scale sizes

D. Type Style/Structure

1. Physical Styles
 - a) Bold, Italic, Teletype
 - b) Other Styles via Type menu
2. Logical Structures
 - a) Strong and Emphasis vs. Bold and Italic
 - b) Other Structures via Type menu
3. Note: Italic/Emphasis can be hard to read

E. Text Color application

F. Text Alignment

1. Alignment is based on Window size, unless using Tables or Layout Grid
2. Block Indents

G. Lists

1. Uses and Application
 - a) Removing List format

H. Special Characters/Formats

1. Paragraph returns vs. Line breaks
2. Non-Breaking Space
 - a) Mac: Option-Spacebar or Win: Shift-Spacebar

I. Editing Text

1. Spell Checking
2. Find and Replace

J. Line Spacing (Leading)

1. None unless using advanced Cascading Style Sheets (CSS)
2. Fake extra line space by formatting space with Scale

K. Letter Spacing (Tracking)

1. None unless using advanced style sheets
2. Fake extra Tracking space by typing space or non-breaking space

L. Paragraph Spacing

1. Paragraphs have an automatic spacing built in
2. None additional control unless using advanced style sheets
3. Fake extra Paragraph space by typing Line Break

VI. Working with Images

A. Image Formats

1. GIF

- a) Best for flat color images
- b) Limited to 256 colors
*(1) 216 web safe colors
(2) Less colors = smaller file size*
- c) Can include transparency
- d) Can be made into simple animations

2. JPEG

- a) Best for photographic images
- b) Can contain millions of colors
- c) Can increase compression at cost of image quality
(1) More compression = smaller file size
- d) No transparency

3. PNG

- a) PNG-8 is almost identical to GIF
- b) PNG-24 is similar to JPEG
- c) Only supported by newer browsers
- d) Supports multi-level transparency, even for photos
- e) File size may be larger than GIF or JPEG

4. Other Formats as Smart Objects

- a) GoLive can import and convert many other formats
- b) GoLive can work directly with Photoshop and Illustrator files
- c) GoLive can import Flash SWF files

B. Placing an Image on the page

1. Via the Objects Palette
2. From a site
 - a) Point-and-Shoot
 - b) Click-and-Drag
3. Note: Using Smart Objects is covered later

C. Sizing/Resizing an Image

1. By Pixel or Percent
2. Resetting to original size

D. Image Alignment

E. Image Border

1. Leave Border selected and enter Ø

F. Adding an Alternate Tag

G. Placing and Modifying a Rule

H. Single-Pixel Gif Image

1. Transparent Gif as spacer for tables and line spacing
2. Color Gif as colored rule or box

VII. Links

A. Link Basics

1. Absolute vs. Relative Links
2. Changing Link Colors

B. Creating Text Links

1. To another web site
2. To another page
 - a) Open in Blank Window
3. On the same page (Anchors)

C. Creating an E-Mail Link

D. Creating an Image Map link

E. Creating Rollover Buttons

F. Linking to PDFs and other files

VIII. Tables

A. Using the Layout Grid

1. When to use Grid
2. Inserting a Layout Grid
 - a) Using multiple Grids
3. Adding Text and Graphics

B. Creating a standard Table

1. Inserting a Table
2. Selecting a Table
 - a) With Mouse
 - b) With Table palette
3. Resizing a Table visually
 - a) Horizontally
 - b) Vertically (with Option/Alt key)
 - c) Resizing Columns or Rows visually (with Option/Alt key)
4. Using Inspector palette
 - a) Table

(1) Number of Rows & Columns

(2) Width & Height

(3) Cell Pad & Cell Space

(4) Border & Color

(5) Caption & BG Image

(6) Importing Tab Text

(7) Converting to Layout Grid

- b) Cell
 - (1) *Vertical & Horizontal Alignment*
 - (2) *Row & Column Span*
 - (3) *Width & Height*
 - (4) *Color*
 - (5) *Add/Delete Row or Column*
 - (a) Or Control/Right-Click with Mouse

- c) Row
 - (1) *Vertical & Horizontal Alignment*
 - (2) *Height*
 - (3) *Color*

- 5. Table Styles
 - a) Applying Existing Styles
 - b) Creating New Styles
 - c) Styles/formats will not show up in empty cells
 - (1) *Use Option/Shift-Space for empty cells*
- 6. Sorting Tables
- 7. Nesting Tables

IX. Working with Frames

- A. *Frames vs. standard pages*
 - 1. Advantages
 - 2. Disadvantages
- B. *Creating a Frame set*
 - 1. New document
 - 2. Switch to Frame Editor mode
 - 3. Drag Frame Set from Object palette
 - 4. Frame options
 - a) Frame borders
 - b) Individual Frame options
 - c) Resizing Frames
 - (1) *By Pixel or Percent*
 - d) Names Frames
 - 5. Adding "Pages" to Frames
 - 6. Creating a Navigation Bar
 - a) Linking to other "Pages"
 - b) Setting Target

- 7. Adding additional Frames to Frame Set

X. Forms

A. *Creating a Form*

- 1. Form Box from Objects palette
- 2. Adding Text fields
 - a) Text field options with Inspector palette
- 3. Adding Text Area fields
 - a) Text Area options
- 4. Adding Checkbox fields
 - a) Checkbox options
- 5. Adding Radio Button fields
 - a) Radio Button options
- 6. Adding Submit & Reset buttons
 - a) Radio Button options
- 7. Adding a Popup Menu & List Box
 - a) Popup Menu/List Box options
- 8. Adding Hidden Info

XI. Advanced Layout Features

- A. *Using Smart Objects*
 - 1. Using the Save For Web option
- B. *Creating Site Diagrams*
- C. *Using Layers*
 - 1. Creating Layers
 - 2. Positioning Layers
- D. *Using Actions*
 - 1. Hide/Show Layers

XII. Site Assets

- A. *Library palette*
- B. *Using Templates*
 - 1. Creating Editable Regions
 - 2. Saving Templates
 - 3. Applying Templates to Pages
 - 4. Updating Templates
- C. *Using Components*
 - 1. Creating Components
 - 2. Saving Components
 - 3. Inserting Components on Pages
 - 4. Updating Components
- D. *Using Stationery and Snippets*

XIII. CSS Features

A. *Formatting Text using CSS*

1. Editing Standard Styles (P, H1-H6)
2. Editing Link Styles
3. Creating Custom Styles
4. Applying CSS to pages
5. Applying Custom Styles
6. Editing Styles

B. *Formatting Objects using CSS*

1. Creating Custom Styles

C. *CSS Layouts*

1. Default Liquid Layouts
2. Applying
3. Editing
4. Applying