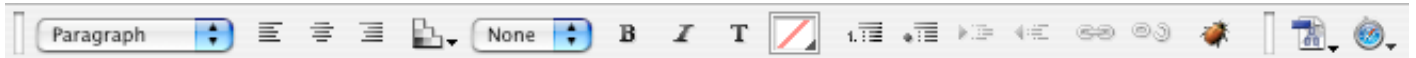


GoLive Quick Reference

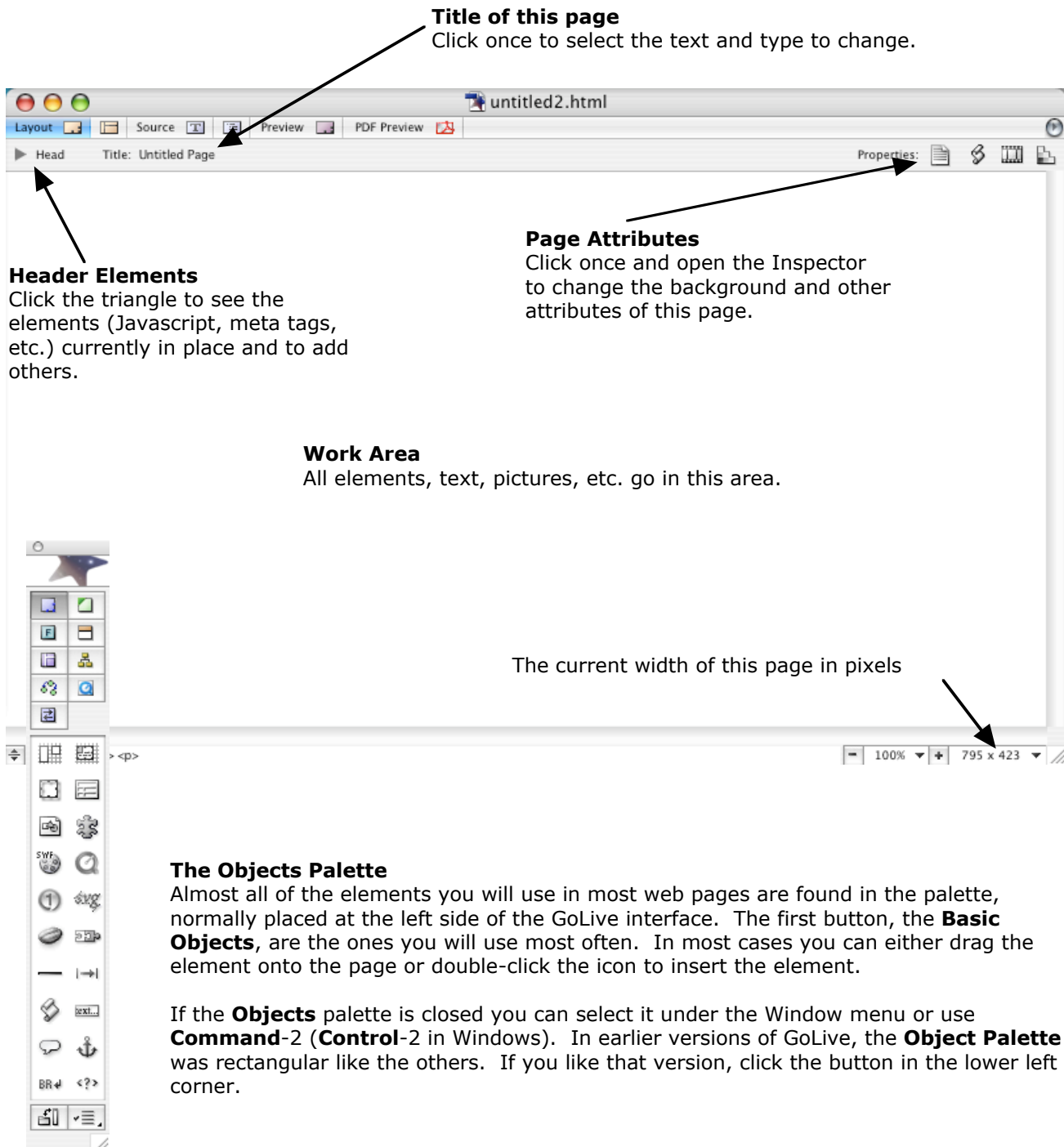
Tool Bar

The tool bar changes based on what is selected in the document window. This is the text/object version.



Document Window

What you see depends on which tab is selected at the top of the window. The **Layout** mode is where you will do most of your work.



Title of this page

Click once to select the text and type to change.

Header Elements

Click the triangle to see the elements (Javascript, meta tags, etc.) currently in place and to add others.

Page Attributes

Click once and open the Inspector to change the background and other attributes of this page.

Work Area

All elements, text, pictures, etc. go in this area.

The current width of this page in pixels

The Objects Palette

Almost all of the elements you will use in most web pages are found in the palette, normally placed at the left side of the GoLive interface. The first button, the **Basic Objects**, are the ones you will use most often. In most cases you can either drag the element onto the page or double-click the icon to insert the element.

If the **Objects** palette is closed you can select it under the Window menu or use **Command-2 (Control-2 in Windows)**. In earlier versions of GoLive, the **Object Palette** was rectangular like the others. If you like that version, click the button in the lower left corner.

The Inspector

The most important palette and the one you will use most often is the **Inspector**. The **Inspector** changes based on what is currently selected in the document window. If the Inspector is closed you can find it under the Window menu or use **Command-1** (**Control-1** in Windows)

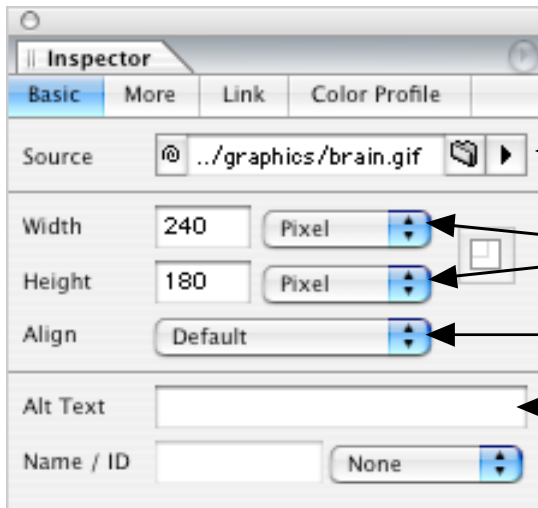


Image Inspector

With an image selected, you will get this information.

- ← The location of this image. To place another graphic here, click the folder to select it.
- ← The size of this image.
- ← Choose how the text will be aligned around this image.
- ← Type the Alternative Text for your image here.

Text Inspector

With a block of text selected, you will get this information.

Click here to make the selected text a link.

Click here to remove the link from the selected text.

Type the URL for this link in here, or...

Click the folder to find the page in your site this link will point to.

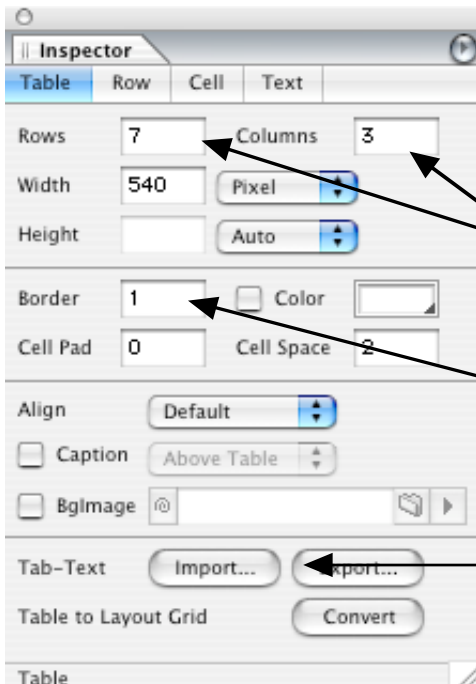


Table Inspector

With a table selected, these changes can be made to the table as a whole. Select one row or one cell and the inspector will show the attributes of just that element.

Change the number of rows and/or columns in this table. Increasing the number will add rows at the bottom and columns at the right.

Change the width of the table border. Set to 0 if you want the borders to be hidden.

Click to import information from a spreadsheet into this table. The original spreadsheet must be saved in Tab-Delimited format.