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Download your site from a server

1. Choose `File > New`.
2. Select `Site > Create Site`.
3. Select `Site From Existing Content`, and click `Next`.
4. Select `By Downloading Files From A Remote Server`, and click `Next`.
5. Choose the server type (`HTTP`) from the `Type Of Server` menu
6. Specify the home page URL of the server in the URL box and then do one of the following:
 - To download only the pages that are located in the same folder (or a subfolder) that contains the home page URL, select `Only Get Pages Under Same Path`.
 - To download only those pages that are on the same server as the home page URL, select `Stay On Same Server`. GoLive downloads from other servers any source files that are referenced by the pages it downloads, whether or not this option is selected.
7. Click `Next`, and then specify a name and location for the downloaded files. To specify how the new site will handle encoding and case sensitivity checking in URLs, click `Advanced`. (See `Advanced URL handling options`.)
8. Click `Finish`.

GoLive imports only the pages on the levels you specify and the source files for images and other objects on those pages. GoLive converts any remaining page links that go to other levels into external URLs and lists them in the `External` tab of the site window. After you create the site, you can individually download the pages from these external URLs by choosing `Download from a URL`'s context menu.

How to Map a Network Drive -

PC (Windows 2000/98/XP/NT/ME):

1. Right-click on My Network Places.
2. Select Map Network Drive.
3. If you are not already logged into the ADILSTU domain, click `Connect` using a different user name and connect as User Name: ADILSTU\ULID and your Password (use your ISU e-mail password).
4. Choose a drive that is not in use.
5. For the Folder, type in `\\server\share`
6. Make sure the `Reconnect at logon` box is checked.
7. Click the Finish button.
8. You may need to enter your ULID and network password to access the Web site's share.

Macintosh OS/9:

1. Launch your Dave software.
2. Access > Mount Manually.
3. Enter the name of the server your Web site lives on (i.e., 138.87.59.4).
4. Enter the share directory folder's name.
5. Enter a Volume Name (this can be whatever name you choose).
6. You may have to login in the Alternative Credentials field if you are not already logged into the correct network.
7. Click OK.

Macintosh OS/X:

1. Click on the `Go` menu.
2. Select `Connect To Server` from the pull-down.
3. Type in the server address: (i.e., `smb://138.87.59.4`) and click `Connect`.

4. At the prompt, type in the Domain (ADILSTU), username and password, and click `Choose`.
5. From the pull-down, choose the appropriate folder and click `Choose`.

Set up access to a publish server

1. Choose `Site > Publish Server > Set Up Server`. (If you've already set up a server for the site, choose `Site > Publish Server > Settings`.)
2. Click the `New Server` button in the `Publish Server` section of the `Site Settings` dialog box.
3. Type a name in the `Nickname` text box. Nicknames prevent confusion if you add more servers to the available servers list.
4. Choose `File` from the `Protocol` menu, browse or type the path to the directory to which you want to transfer files, and then click `OK`.
5. Click the `Browse` button to browse to your directory on the server).
6. To add the server to the application-wide list of servers, click `Add To Favorites`.

Upload site files to a publish server

You can upload selected files, upload all files, or use the modified-item method for both first-time uploads and subsequent updates.

1. Open the site and connect to the server.
2. Do one of the following to upload modified files,
 - click the `Upload Modified Files` button on the toolbar, or
 - choose `Site > Publish Server > Upload Modified Files`.
3. Review the files to be uploaded in the `Upload` dialog box, and then click `OK`.

Note: Three different commands are associated with the Upload button. To change the button command, click the arrow to the right of the Upload button and choose an option from the Change Upload Button To menu.

4. To upload selected files:
 - select the folder or individual files to upload in the Files tab, and click the Upload Selection button on the toolbar, or
 - choose Site > Publish Server > Upload Selection.
5. To upload all files:
 - click the Upload All button on the toolbar, or
 - choose Site > Publish Server > Upload All.Review the files to be uploaded in the Upload dialog, and then click OK.
6. To manually upload selected files, drag the desired file or folder from the Files tab of the site window to the desired location in the Publish Server tab.

Perform a synchronized upload for an entire site

Once you've uploaded a site, you can synchronize it to ensure that the local site and the site on the server match. (You can also use the synchronize feature for a first-time upload.)

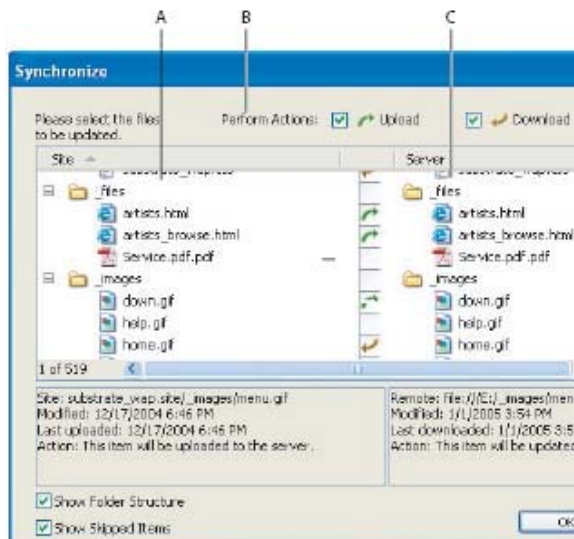
The Synchronize dialog box indicates which files will be uploaded to the server, which files will be downloaded to the local copy of the site, and which files will be removed from both the server and the local site. Missing files are indicated by dimmed file icons on either site.

1. Open the site and connect to the server.
2. Do one of the following:
 - Choose Site > Publish Server > Synchronize All.
 - Click the Synchronize With Publish Server button on the toolbar.
3. Do any of the following:
 - To display files that won't be synchronized, select Show Skipped Items.
 - To view the files as they exist on the server in folders, select Show Folder Structure.
 - To exclude a synchronization action, deselect it in the Perform Actions section of the Synchronize dialog box. For example, deselect Trash to prevent GoLive from deleting any files during the synchronization.

- To view detailed information on a file, select the file in the Synchronize dialog box. The two text areas at the bottom of the dialog box display local and server information on the file.
4. Confirm the synchronization actions assigned to individual files. If you want to assign a different synchronization action to a file, select the file and click the lower right corner of the Synchronization Action icon displayed in the column next to the file to choose a synchronization option:
 - Upload: Upload the file to the server.
 - Download: Download the file from the server to the local site.
 - Delete: Removes the file from the server.
 5. If the Synchronization Conflict icon appears by a file name, the file has been changed on the server and the local site. Assign a synchronization action to the file so that it is not excluded from the synchronization. If a Publish Status Conflict icon appears by a file name, the file's publish status has been set to Never in the File Inspector. If you want to upload the file, set the file's publish status to Always or If Referenced (to upload it only if the file is referenced in the site) in the File Inspector.

Note: By default, GoLive deletes files that exist on the server but not in your local site. To prevent GoLive from deleting such a file, change its synchronization action to Download, or deselect Trash in the Perform Actions section of the Synchronization window to exclude delete actions from the synchronization.

6. Click OK to start the synchronization process.



Assigning synchronization actions to files

A: Local files B: Synchronization Action icons C: Server Files

Apply formatting to text

Make a list:

1. Highlight the text you would like to make into a list.
2. Go to `Type > List`, and select from a variety of numbered and unnumbered list options.

Make a heading:

1. Highlight the text you would like to make a heading.
2. Go to `Type > Paragraph Format`, and select the heading you wish to use.

Create Links

First, you will need to create an empty reference link. To do so, select the text or object in the page, and click the Create Link button on the toolbar. GoLive displays a bug icon in the site window next to pages that contain empty reference links.

To specify the link's destination by using the pick whip:

1. Select the text, object, placeholder icon, or existing link on the page.
2. Do one of the following to specify the destination file:
 - Drag a line from pick whip to the destination in the site window, which can be a file or an anchor listed under the file in the Files tab, or a URL or an e-mail address in the External tab. You can also drag to the Show Page Properties icon or an anchor in an open page.
 - Alt-drag (Windows) or Command-drag (Mac OS) a line from a selection in the page to the destination file in the site window or to a destination on the page or another open page (creating an anchor).If the line recoils, you have released the mouse button too soon or the link can't be created.

Note: As you drag, you can hold the pointer over the Select Window button on the toolbar to bring a window to the front or hold the pointer over a page in the Files tab in the site window to display a list of anchors under the page.

Create Anchors

Do one of the following:

- Drag the Anchor icon from the Basic set of icons in the objects toolbox to the destination on the page where you want the anchor.
- Select a link on the page, drag the pick whip in the Inspector to a location on the page or another open page where you want to place the anchor, and release the mouse button.



Note: You must save the destination page before you can create an anchor using the pick whip.

Change the page title

Do one of the following:

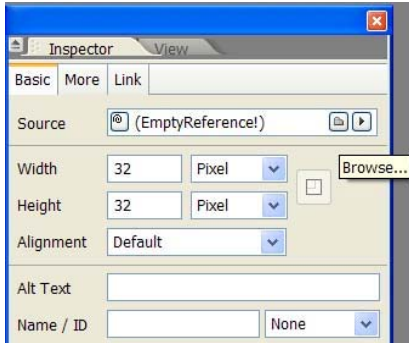
- Select the default page title Untitled Page in the Title section of the document window, and type your new title.
- Click the Show Page Properties icon in the upper right corner of the document window and enter the new title in the Page tab of the Page Inspector.
- Select the page in the Files tab of the site window, navigation view, or links view, and enter the new title in the Page tab of the File Inspector.

When you create a new blank page (a new HTML or XHTML document), it is automatically given a title—"Untitled Page." Web browsers display page titles in their title bar and use the titles to label a viewer's bookmarks or favorites. Web browsers and Internet search engines use these titles, along with keywords, to identify content in your pages.

You can create a custom page title on a blank page and set a preference to use that page for creating new pages.

Insert an image

1. Go to **Special > Insert > Image**.
2. In the Inspector box (below), click on the folder icon next to the Source field.
3. Browse to the image you would like to use, and click **OK**.



4. **Always enter a description of the image in the Alt Text field.** This text allows screen reader software to describe the action depicted in the image to the blind.