

# A GUIDE TO GO LIVE CS2

## Creating & Using A Site

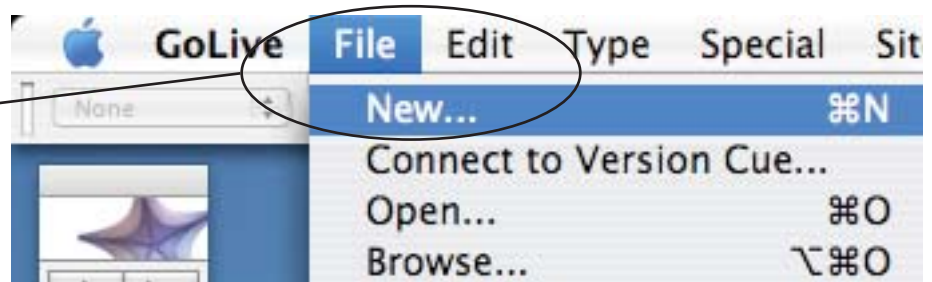
In this guide you will learn how to:

- Set up a site in Go Live CS2
- Open your site
- Add folders and pages to your site
- Create stationery to use over and over again

### SETTING UP A SITE

Go Live not only creates Web pages but it can also manage your entire site. When you create a site in Go Live you have access to extra features including stationery and CSS.

To create a site first select "new" from the "file" menu.



A wizard will appear to help you set up your site. First make sure you select "site" and "create site" from the left hand menu. Then select "blank site" and click on "next".



The wizard will now ask you a series of questions. Be sure to name your Web site and select where you would like to save your site. Click on "browse" to select a removable disk or the desktop.

Also be sure to tell the wizard to:

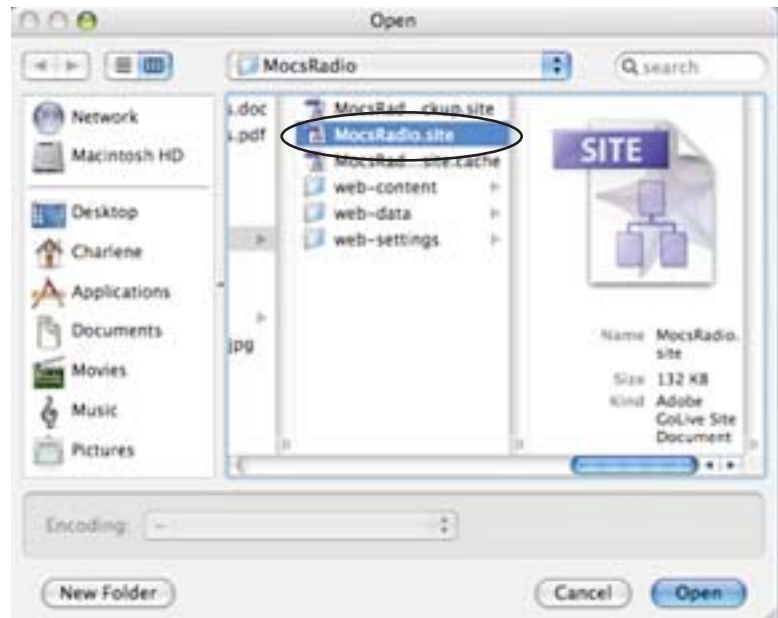
- "Don't Use Version Control"
- "Specify Publish Server Later"

## OPENING A SITE

When ever you start Go Live, or accidentally close your site manager, you need to open the site.

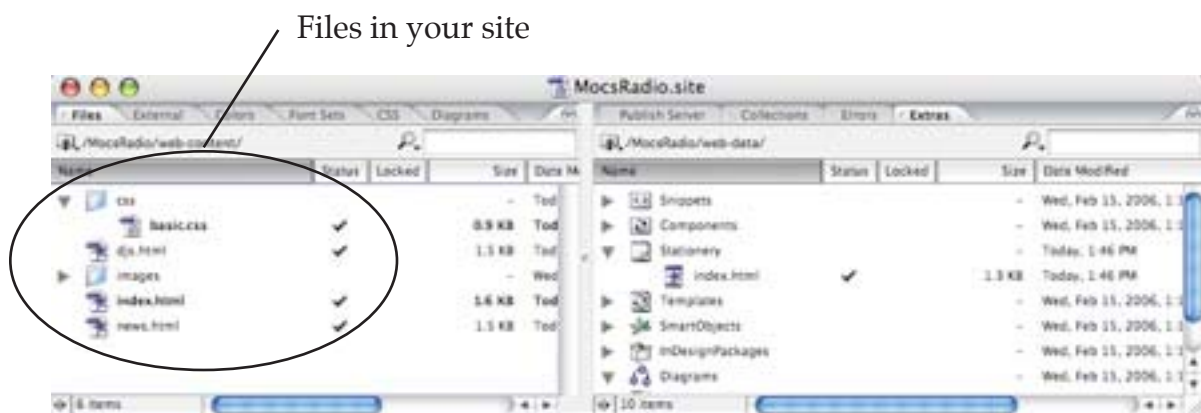
Just select "open" from the "file" menu and browse for the folder containing your site.

Be sure to select the file ending in ".site", do not select the one with "backup.site" in its name.

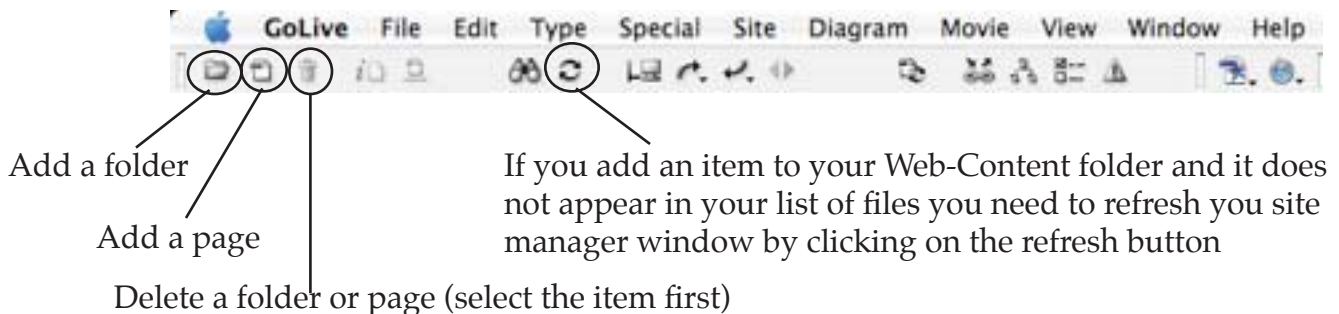


## MANAGING A SITE

When you create or open a site the site manager will appear near the bottom of your screen. In the left hand column you will see a list of all of the files included in your site. A new site will include a "CSS" folder and a homepage (index.html).



When your site manager is selected the menu along the top of your screen will change to provide you with buttons that are useful in managing your site. You can use these buttons to add or delete folders and pages.



## CREATING STATIONERY

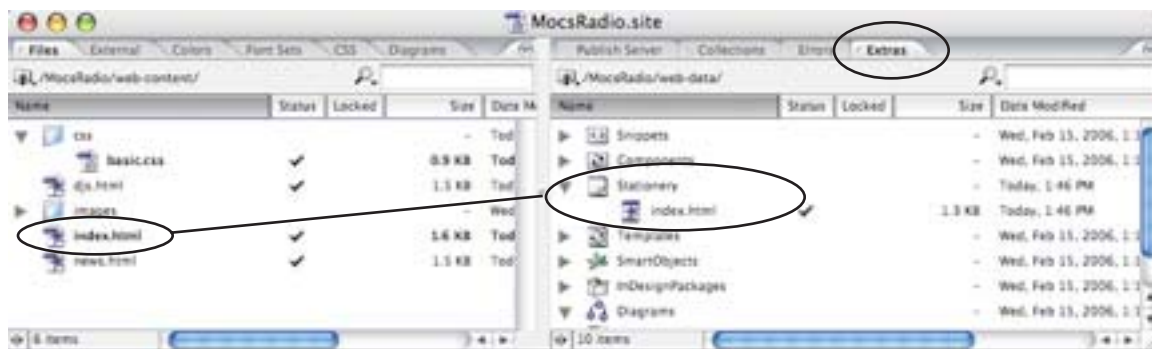
Once you've created your first Web page you can use it to create additional pages if you create a "stationery."

To create a stationery first select "extras" from the tabs along the top of the right side of the site manager.

Next select the page you would like to copy from the left side of the site manager.

While holding down the "alt/option" button drag the file to the right side of the site manager and drop into on "stationery."

If you click on the gray triangle next to "stationery" you will now see a copy of your original page listed.



Now you can use the stationery to create a new page. All you need to do is pick up the file listed under "stationery" and drag it to the left side of the site manager.

A box will appear asking "Would you like to move the stationery or to create a new file?" You want to create a new file, so select "create."

A new file will appear on the left side. You now need to give the file a name.

