

In this guide you will learn how to use CSS to:

- Set page properties for all pages in your Web site
- Change link colors & remove the underline
- Add a new element
- Add a new class
- Format text

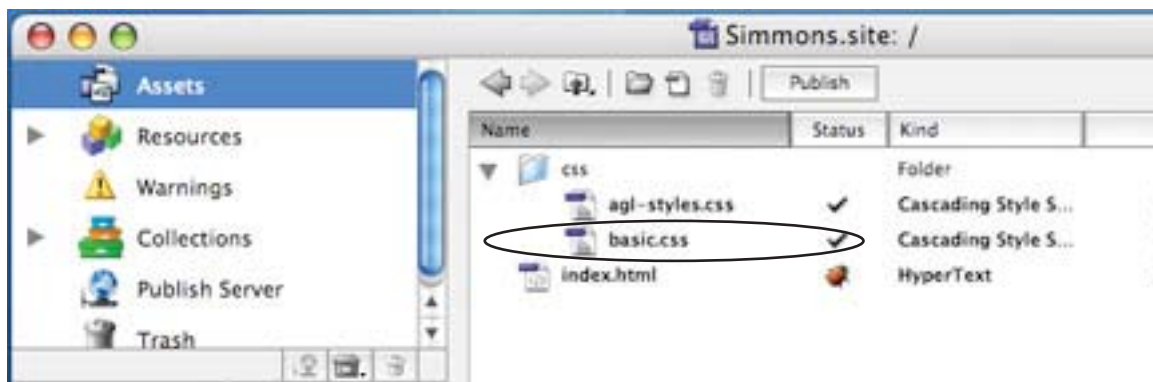
CSS BASICS

CSS, or Cascading Style Sheet, allows you to control the settings for all of the pages contained within your Web site in one location. If you set the background color of your Web pages in the CSS, you only have to change it in the CSS to change the background color of all your Web pages. Normally you would have to change the background color in the page properties of each individual page.

CSS also offers you formatting options that are not available in basic HTML.

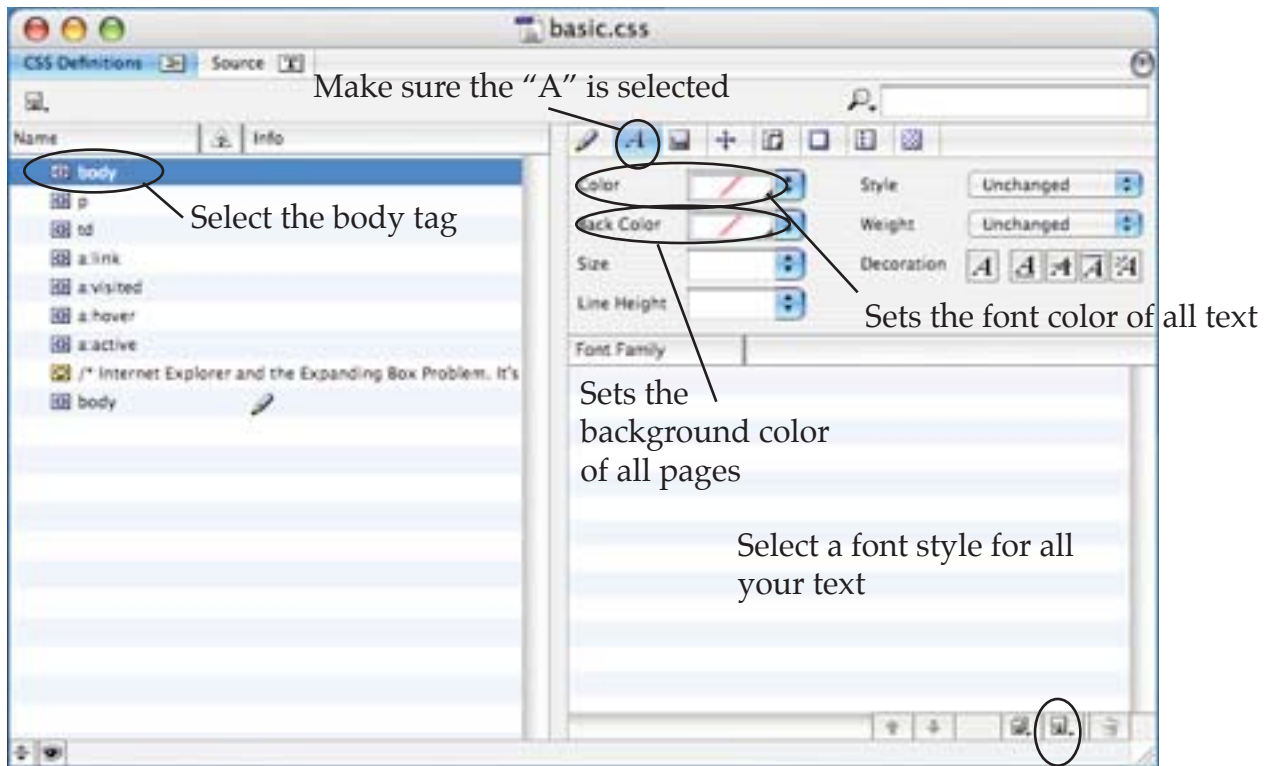
OPENING CSS

Go Live has already created a CSS document for you. To open the CSS file, open your site manager and click on the triangle next to the CSS folder - this creates a drop down menu of the folder's content. You will now see a file entitled "basic.css" - double click on this file.



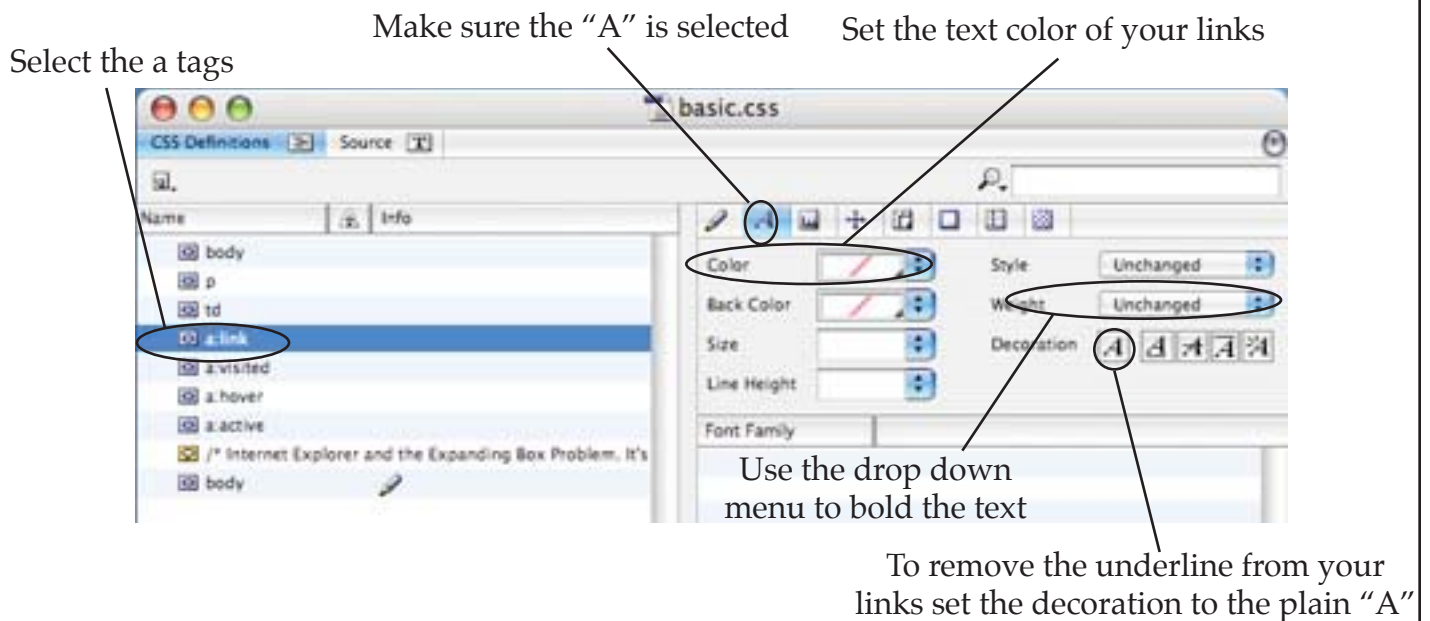
SETTING PAGE PROPERTIES

With the basic.css file open you can now set the properties of all the pages in your Web site at one time. Begin by clicking on <>body in the right hand menu. You will now add properties to the body tag of all your pages.



CHANGING LINK COLORS & DECORATION

You can also change the properties of the hyperlinks contained in your site. Select "a:link" "a:visited" "a:hover" and "a:active" from the menu on the left.



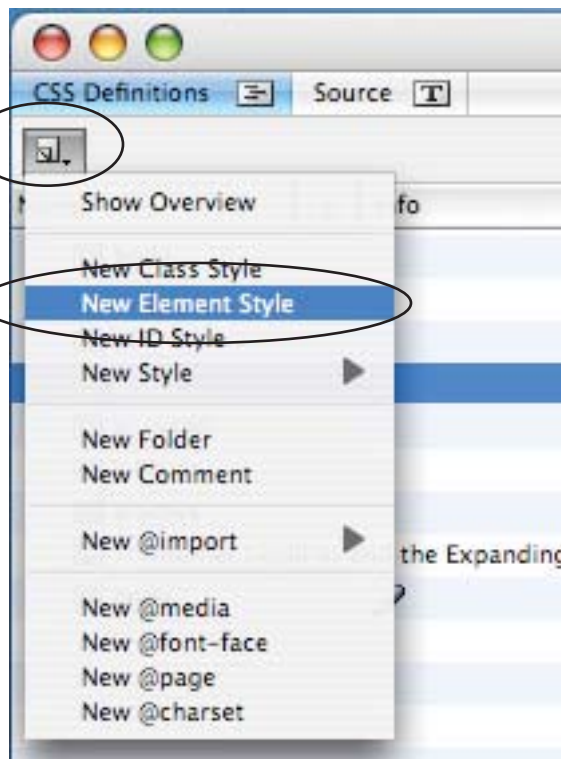
ADDING A NEW ELEMENT

You can also use CSS to format the text style of different elements in your Web page, like the headlines.

To set the properties of a headline you need to first add a new element to your CSS list. To do this click the “create” button located in the upper left hand corner of the CSS box.

Select “New Element Style” from the drop down menu.

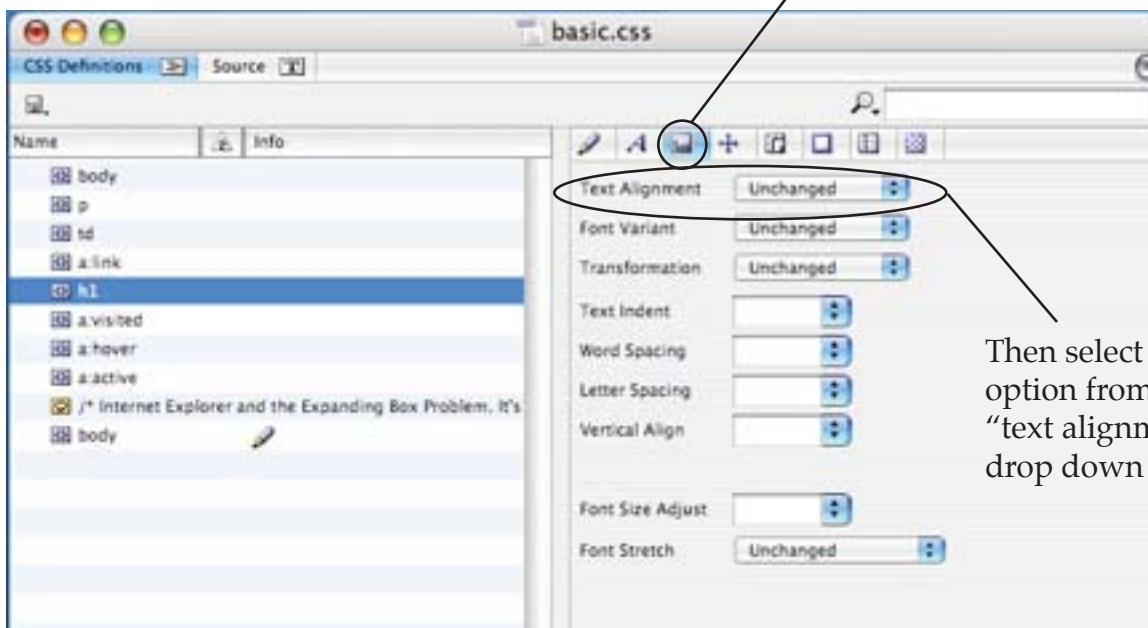
In the right hand menu Go Live will now add a new tag, which you need to name. Enter a name that corresponds with an HTML tag - like H1 for headline 1.



FORMATTING TEXT

You can now format the text just as you formatted the text for your entire page and the text for your links. You can set the font color, set the weight (bold), or style (italics), add a font style, and even set the font size. To set the font size enter a number in the blank box next to “size” and choose “points” form the drop down menu.

You can also align the text. First you need to click on this button.



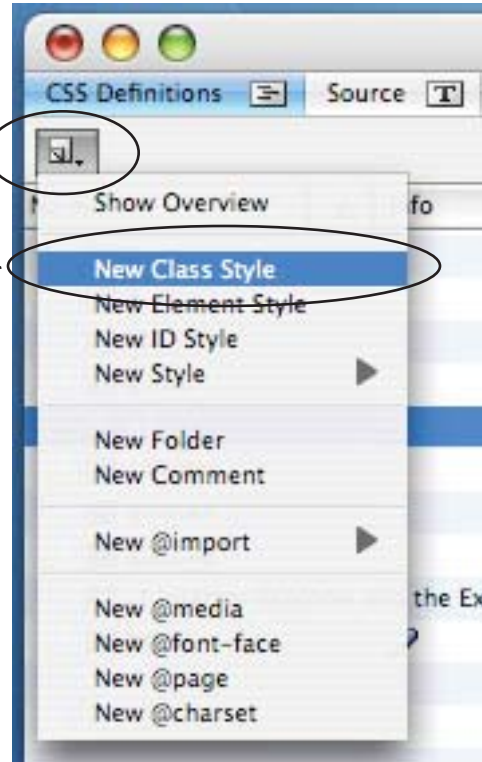
ADDING A NEW CLASS

You can also use CSS to format a small section of text within a Web page. To do this, you need to create a "class" that you will apply to a portion of your page.

To create a class click the "create" button located in the upper left hand corner of the CSS box.

Select "New Class Style" from the drop down menu.

In the right hand menu Go Live will now add a new class, which you need to name. Enter any name you like - just make sure its in all lowercases, no spaces.



APPLYING A CLASS STYLE

Once you have created a class you need to apply it to a portion of your Web site.

On the desired page, select or highlight the text (a few words, a sentence, a paragraph) you would like to change.

Then click on the "css" button located in the inspector menu.

A pop-out box will appear. Check the "in-line" style box next to the desired class.

