

A GUIDE TO GO LIVE 9

Creating & Using A Site

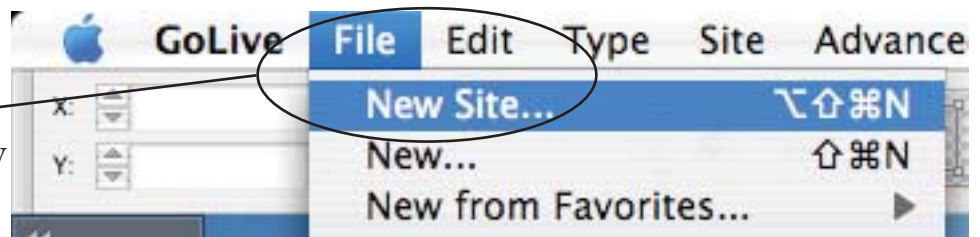
In this guide you will learn how to:

- Set up a site in Go Live 9
- Open your site
- Add folders and pages to your site

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 site" 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.

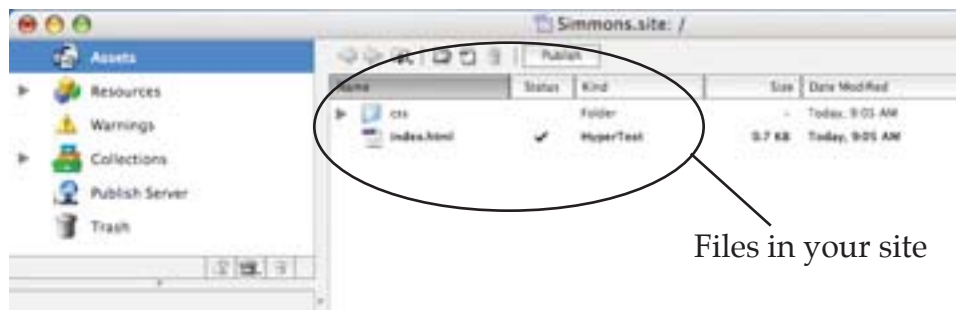
Just select "open" from the "file" menu and browse for the folder containing your site.

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

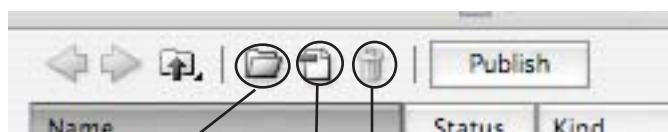


MANAGING A SITE

When you create or open a site the site manager will appear near the bottom of your screen. When "assets" is selected from the list on the left side, you will see a list of all of the files included in your site appear in the main window. A new site will include a "CSS" folder and a homepage (index.html).



Included in the site manager is a menu with buttons that are useful in managing your site. You can use these buttons to add or delete folders and pages.



Add a folder

Add a page

Delete a folder or page (select the item first)