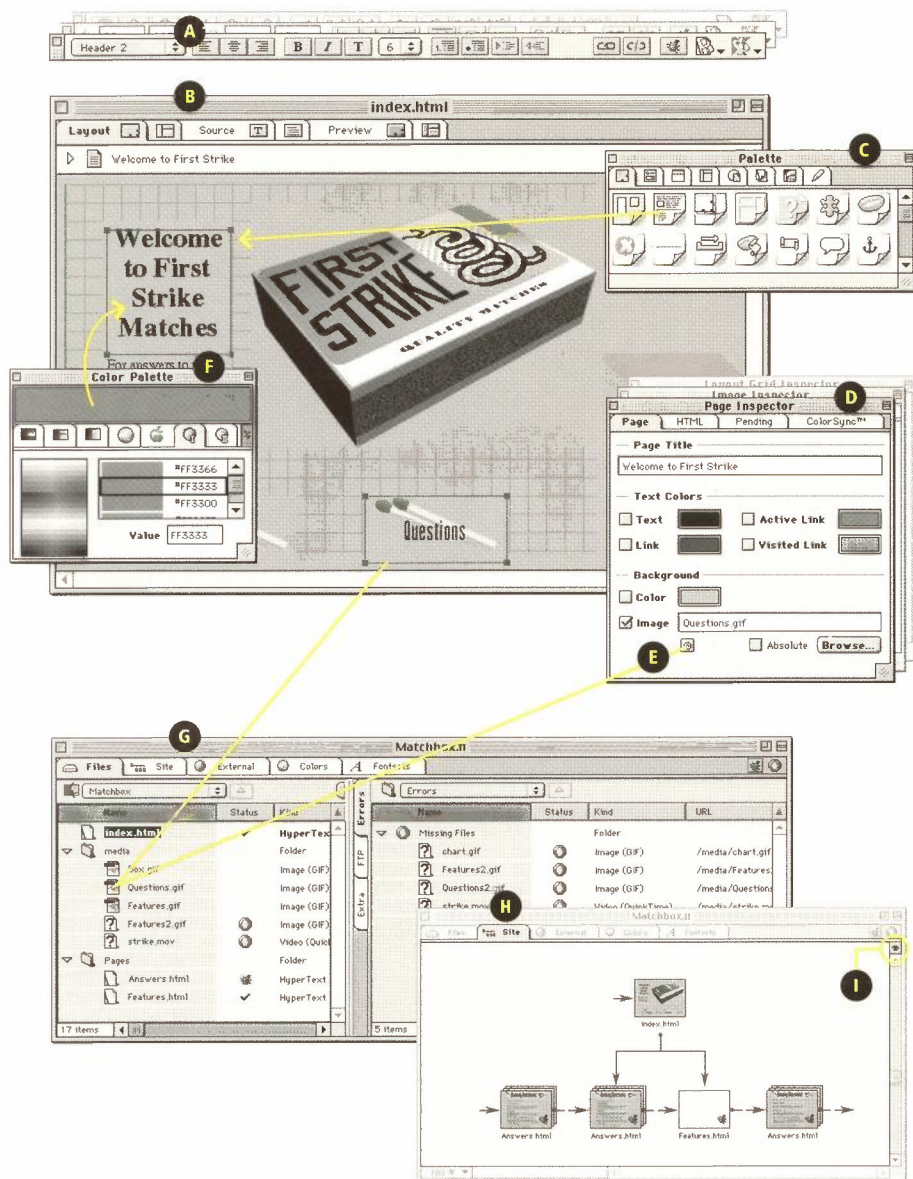


Adobe® GoLive™

Version 4.0 for Mac OS

QUICK REFERENCE CARD



A The toolbar changes its content to suit your activity in the document or site window.

B The document window lets you display and edit elements of each page.

C The Palette lets you drag and drop text, images, tables, buttons, JavaScript actions, and more onto your page.

D The Inspector is context sensitive. Choose an element on your page, or drag an icon from the Palette, and the proper set of options will appear in the Inspector.

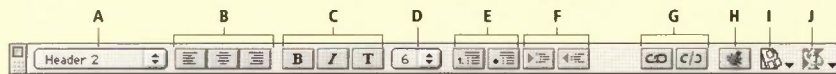
E Point-and-shoot (Command-click) is commonly available throughout GoLive. It lets you easily link elements on your page to various other sources, such as those in the site window.

F The Color Palette lets you drag colors directly to page elements or color fields.

G The site window lets you view and manage all assets of your Web site, and alerts you to problems, such as broken links.

H The Site tab (when selected in the site window) is a graphical site viewing and design tool. You can survey the structure of an existing site or design a new one from scratch.

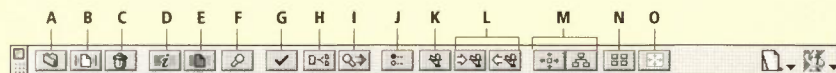
I The Eye icon opens the Site View Controller or the File Inspector when the File tab is selected in the site window.



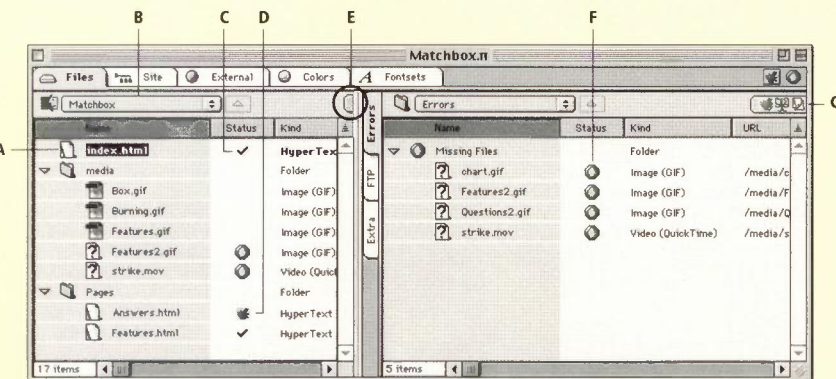
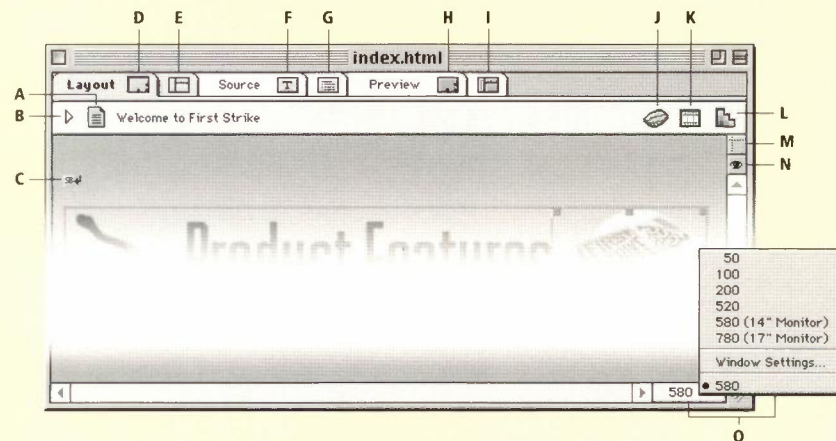
Activated when text is selected in the Layout Editor



Activated when an object is selected in the Layout Editor



Activated when a file is selected in the site window.



Text toolbar

- A Paragraph Format
- B Alignment
- C Bold/Italic/Teletype
- D Relative Font Size
- E Numbered/Unnumbered Lists
- F Increase/Decrease List Level
- G New/Remove Link
- H Link Warnings
- I Toggle Between Windows
- J Show in browser

Objects toolbar

- A Horizontal/Vertical Position
- B Width/Height
- C Alignment options
- D Group/Ungroup

Site window toolbar

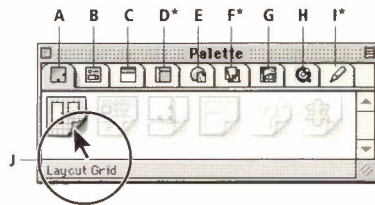
- A New folder
- B Open page
- C Delete Selected Item
- D Show Information in Finder
- E Reveal in Finder
- F Find Files in Site
- G Update
- H Open Link Inspector
- I Change All References
- J Site Settings
- K FTP Server
- L Connect/Disconnect
- M Upload/Download to Server
- N Navigation/Link Hierarchy
- O Arrange Items

Document window

- A Page icon
- B Toggle Head Section
- C Floating box marker
- D Layout Editor tab
- E Frame Editor tab
- F HTML Source Editor tab
- G HTML Outline Editor tab
- H Layout Preview tab
- I Frame Preview tab
- J Head script window for JavaScript page headers
- K Timeline Editor
- L Cascading Style Sheets
- M Ruler
- N Layout View Controller
- O Window size pop-up menu

Site window

- A Home page
- B Navigate through folder hierarchy.
- C Updated link
- D Broken link
- E Resets window to single pane display.
- F Missing resources (URL)
- G Aspect Control icon. Click to display right panel of window.

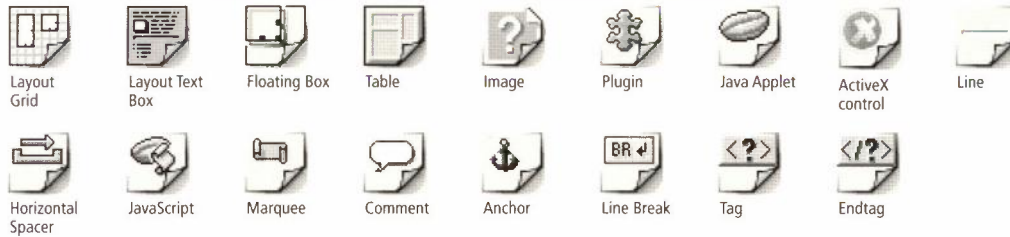


Palette window

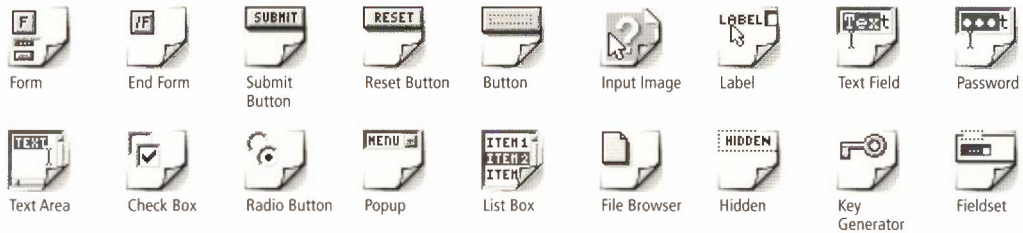
- A Basic
- B Forms
- C Head
- D Frames
- E Site
- F Site Extras
- G CyberObjects
- H QuickTime
- I Custom
- J Position cursor over icon to display name at bottom of panel.

**Icons in Frames palette (not shown) do not have individual names. Site Extras and Custom tabs contain user-defined icons.*

Basic



Forms



Head



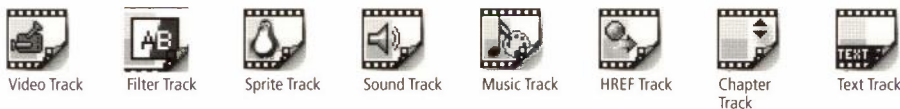
Site

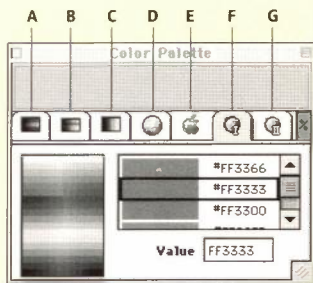


CyberObjects



QuickTime

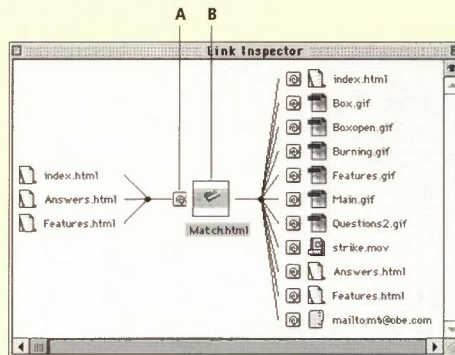




To display, click a color field in an Inspector or choose Window > Color Palette.

Color Palette

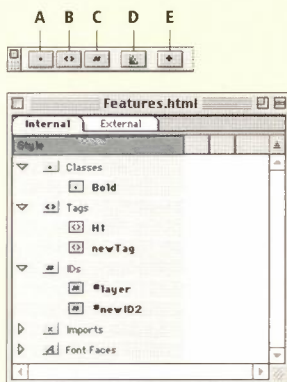
- A RGB
- B Process
- C Grayscale
- D Indexed Colors
- E Apple Colors
- F Real Web Colors
- G Web Named Colors



To display, have a site window active and click the Link Inspector button on the site toolbar. When no site window is active, choose Window > Link Inspector.

Link Inspector

- A Click the Point-and-Shoot button and drag over desired resource. Release when resource is highlighted.
- B Click on a page or file icon to display its thumbnail, with links stemming to or from it.

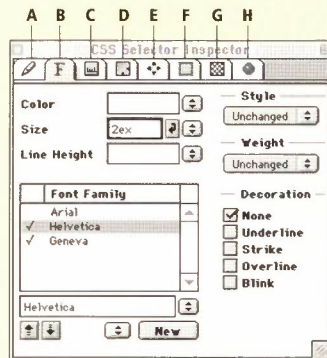


To display, click CSS button in document window or choose File > New Special > New Stylesheet Document.

Cascading Style Sheets

Use the buttons in the toolbar to create new styles in the Style Sheets Window.

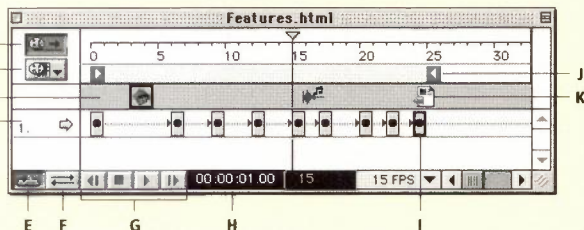
- A New Class
- B New Tag
- C New ID
- D New Item
- E Duplicate



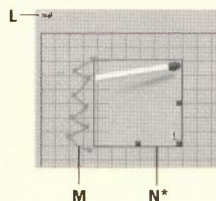
To display, click CSS button in toolbar (with Inspector open).

Cascading Style Sheets Inspector

- A Basic
- B Font
- C Text
- D Block
- E Position
- F Border
- G Background
- H List & Others



To display, click Timeline button in document window.



Timeline Editor

- A Autoplay
- B Options
- C Action track
- D Timetrack
- E Loop
- F Palindrome
- G Rewind/Stop/Play/Fast Forward
- H Counter indicates position of keyframe in seconds and frames
- I Keyframes are inserted to set changes in movement

- J Left and right locators mark beginning and end of play range.
- K Action marker
- L Floating box marker
- M Path of floating box
- N Floating Box selected in Layout Editor

*The Floating Box Inspector (not shown) provides additional controls for animating boxes.

General

RESULT	ACTION
Select Don't Save button when closing a window	⌘ + D
Duplicate selected object	⌘ -drag
Live update when resizing boxes	Ctrl -resize
Move boxes on grid	⌘, ⌘, ⌘, or ⌘

Text handling

RESULT	ACTION
Cursor to next/preceding word	⌘ + ⌘ or ⌘
Cursor to beginning/end of line	⌘ + ⌘ or ⌘
Select a word	Double click
Select a line	Triple click
Select a paragraph	Quadruple click
Increase selection	⌘ + ⌘, ⌘, ⌘, ⌘, or ⌘
Select to beginning/end of line	⌘ + ⌘ + ⌘ or ⌘
New line instead of paragraph	⌘ + Return
Non breaking space	⌘ + Spacebar
Insert word break tag <WBR>, enabling the browser to hyphenate the word at the point of insertion	Ctrl -dash

Lists

New list item without bullet or label	⌘ + Return
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QuickTime editor

RESULT	ACTION
Play movie	Return
Scroll backward/forward	⌘ or ⌘

Sprite Track

Select next/previous keyframe	⌘ or ⌘
Select keyframe of the upper/lower Sprite Subtrack	⌘ or ⌘
Drag & copy keyframe sample of a sprite	⌘ -click
Create keyframe sample of a sprite	⌘ + click

Links

RESULT	ACTION
Open link	Ctrl -click link
Copy text and link within a page	⌘ + double click + drag and drop
New link	Select item + ⌘ -drag to desired destination. Release the mouse button when the object highlights.

Site window

RESULT	ACTION
Activate tab on drag and drop	Move over tab while dragging

Files Tab

Locates file in Finder	⌘ -click on file object
Show Finder information for object	Ctrl -click and select in context window

Site Tab

Create a generic link	⌘ -drag
Create a generic page	⌘ -click (only enabled when visual icons are clicked)
Zoom in	Ctrl -click
Zoom out	Ctrl + ⌘ -click
Move view	⌘ -drag (only enabled when cursor is not positioned over a document)
Toggle selection	⌘ -click

Style sheets

RESULT	ACTION
Stack styles	⌘ -click inline or div styles for same selection in Text Inspector

Timeline

RESULT	ACTION
Select next/previous keyframe	⏮ or ⏭
Select next/previous track	⏮ or ⏭
Play a scene beginning at the current time cursor location	Enter (numerical keypad)
Stop scene playback	0 (numerical keypad)
Create a new keyframe	⌘ -click a time track
Duplicate a keyframe	⌥ -drag keyframe
Create an action placeholder	⌘ -click action on action track
Delete the selected action	Backspace
Scale an animation while maintaining the relative time positions of all keyframes on the same time track	Ctrl -drag

Tag handling (Outline view)

RESULT	ACTION
Expand or collapse the selected tag	Return
Recursively expand or collapse the selected tag	⌥ -Return
Show or hide the tag attribute list	Enter
Recursively show or hide the tag attribute list	⌥ -Enter
Activate the next text box	Tab
Activate the preceding text box	⇧ + Tab
Delete the current selection	Backspace
Activate the tag selection pop-up menu	⌘ -click tag name

Frames

RESULT	ACTION
Define content page	⌘ -drag from the frame to the desired page in the Site Window

Tables (Layout view)

RESULT	ACTION
Change table height	⌥ -resize
Select multiple cells	⇧ -click
Resize table interactively or add cells and rows	⌘ + drag
Add column at point of intersection	+
Delete current column	Backspace
Delete current row	⇧ + Backspace
Span columns, joining current cell with cell to the right	⇧ + ⏭
Reduce column span, splitting the current cell	⇧ + ⏮
Span rows, joining current cell with cell below	⇧ + ⏭
Reduce row span, splitting the current cell	⇧ + ⏮
Move text cursor to next cell to the right	Tab
Move text cursor to next cell to the left	⇧ + Tab
Switch from text entry to cell selection mode	Ctrl + Return
Switch from cell selection to text entry mode	Return

Source code handling (Source view)

RESULT	ACTION
Cursor to next/preceding word	⌥ + ⏭ or ⏮
Cursor to beginning/end of line	⌘ + ⌥ + ⏭ or ⏮
Select a word	Double click
Select a line	Triple click
Decrease/Increase selection one character	⇧ + ⏮ or ⏭
Decrease/Increase selection one word	⌥ + ⇧ + ⏮ or ⏭
Decrease/Increase selection one line	⌘ + ⇧ + ⏮ or ⏭