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**about this lesson**

- **Title:** Macromedia DreamweaverMX Workspace
- **Description:** This lesson reviews the various components of the DreamweaverMX workspace, noting some differences between Windows and Macintosh versions.
- **Objectives:**
  1. Navigate and customize the Dreamweaver environment
  2. Examine the History and Answers panels
- **Pages:** Eight (8)
- **Files:**

Open this folder and right-click on the files to save to a new folder named "Lesson 2":

[Lesson 2 Files](#)

*Next:* [Title Bar](#)

**this lesson**

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## 2.1 introduction

We will examine six components in this lesson: Title Bar; Insert Bar; Document Window, including Document Toolbar and Tag Selector; Panel Groups; Property Inspector, and Site Window.

Insert bar    Document toolbar    Document window    Panel groups



### this lesson

1. **Start Dreamweaver**  
Choose **Start > Programs > ...**

Dreamweaver opens with the panels as they were the last time the program quit. Visible panels might include the Insert Bar, the Property Inspector, and the Site Window.

2. **Open xxxx**

**Next:** Title Bar

DW home : 2. Workspace : **2.1 Intro**



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## 2.2 Title Bar

The Title Bar provides access to top level commands and menus. Some of these mimic functions of other software applications, such as Open, Save, and Close documents.



Macintosh and Windows

**Next:** *Insert Bar*

DW home : 2. Workspace : **2.2 Title Bar**

### this lesson

1. Click each option in the title bar to examine the menu of associated choices

## 2.3 Insert Bar

The Insert Bar contains many objects or elements that you can add to Web pages, including images, hyperlinks, tables, special characters, forms, and frames.

The elements are arranged in groups, according to type; these groups include Common, Layout, Text, Tables, and Forms. Select a group by clicking its tab.



Macintosh



Windows

### To insert an element

- 1 - drag the object's icon from the Insert Bar to the point you'd like it to appear in the Document Window (Design View) or
- 2 - place the insertion point (click) where the object should appear, then click the appropriate icon.

*Next: Document Window*

### this lesson

1. Move the pointer over buttons on the Common Tab of the Insert Bar to see their names
2. Click each tab; repeat button exploration.

### Tips:

(1) On the Mac, you can view the Insert Bar in a vertical orientation by clicking the Vertical Insert Bar icon in the lower right corner of the panel.

(2) Some objects have variable properties; in this case, DW will provide a dialog box. For some objects, such as tables and images, you can insert a placeholder by holding the option/alt key (mac/win). There is also a placeholder button for images on the Common tab.

## 2.4 Document Window

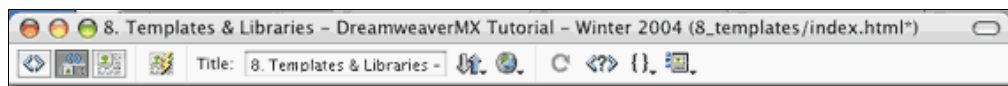
Most of your work takes place in the Document Window; you can insert, modify, and delete elements that make up your Web pages.

**Document Toolbar** buttons allow you to switch between Code view, Split view, and Design view. When you are in Design View, Dreamweaver displays an approximate view of what your page will look like in a browser.

Document Toolbar buttons also allow you to modify title and status; to preview in browser. Buttons that have a small downward-pointing arrow, such as View Options, display a drop-down menu when clicked.

The name of the file appears in the title bar, displayed in parentheses after the title of the document. By default, this page is initially called "Untitled Document." An asterisk indicates that the file has unsaved changes.

The toolbar is fixed to the document window on the Macintosh; it is movable in Windows.



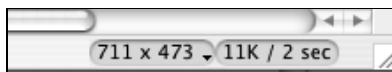
Macintosh



Windows

The **Tag Selector** is located at the bottom left of the Document Window. It always starts from the `<body>` tag and hierarchically displays the HTML tags that can be used with the currently selected element. Clicking on a tag will cause DW to highlight that part of the code, regardless of view.

When in Design view, the bottom of the Document Window (status bar) contains information about download time (far right) and window size (near right). Each will pop up a menu when clicked.



### this lesson

1. **Mouse over** the Document Toolbar buttons to see their functions
2. **Toggle** between Code View, Split View and Design View
3. **Explore** the drop-down menus associated with File Management, Preview in Browser, and View Options
4. **Resize the Document Window**  
In Design view, click the **Window Size** pop-up menu (lower right corner of Document window).

Create a new size by choosing **Edit Sizes...**, which will launch Dreamweaver's Preferences dialog box. Click in the space below 544 (width column) and type **400**; in the height column, add **400** as well. In the Description column, enter **Test Window Size**. Click **OK**

Confirm that your setting has been added to the menu. Choose **400x400 Test Window Size** and see how Dreamweaver resizes the window.

Change the window size to **800x600**. Click **OK**.

### Tip:

If you'd like to learn HTML, one way is keep DW in Split View and study the code (HTML) as you work in Design View.

**Next: Panel Groups**

DW home : 2. Workspace : **2.4 Document Window**

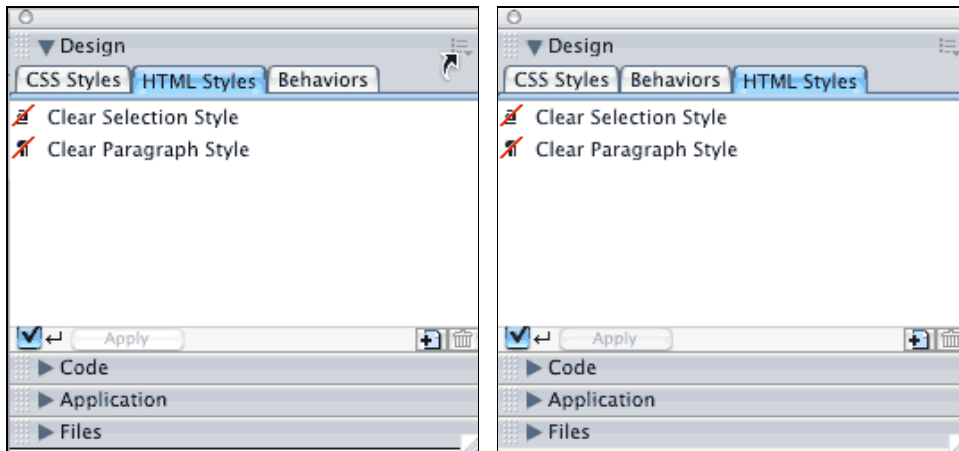
## 2.5 Panel Groups

Dreamweaver combines a series of tabbed windows as Panels, located initially on the right-hand side of the screen. Docking, which hides panel contents, maximizes screen area -- allowing you to expand only those panels that you need.

After you have become familiar with Dreamweaver, you can customize the interface to make the program work best with your particular needs.

Use the **context menu** (illustration, lower left) in the upper right hand corner to create a new panel group if you want to use a panel separately from those it is docked with or if you want to rearrange the order of the tabs.

The view of the Design panel group (illustration, lower right) shows the end result of Lesson Step 3 (box).



**Next:** Site Window

### this lesson

1. **Click** the arrow on the Design panel group to make it expand. If it is not visible, choose **Window > HTML Styles**.
2. **Click** the context menu in the upper right corner and **choose HTML Styles** from the drop down menu. This will create a separate panel group that contains only HTML Styles.
3. Select the HTML Styles panel; click the context menu. **Choose Group HTML Styles With** from the drop-down menu; choose **Design** panel group from the list. Notice the change in tab order (per illustration at the left).
4. **Rest the pointer** over the dots to the left of the Design panel group arrow. When the pointer turns into a hand (Macintosh) or a crosshair with arrows (Windows), **click and drag** the Design panel group out of the window to release it. You can now position this panel any place on the screen.
5. **Rest the pointer** over the dots to the left of the Design panel group arrow. When the pointer turns into a hand (Macintosh) or a crosshair with arrows (Windows), **click and drag** the Design panel group back to the top of the panel groups window and release it when you see a gray line above the Code panel group. This is how you rearrange the order of the panels.

## 2.6 Property Inspector

The Property Inspector displays the properties, or attributes, of any selected object, such as images, hyperlinks, text, or tables. It also allows you to edit those properties from its window.

For example, selecting the link **Rationale** in the example below causes Dreamweaver to provide its properties in the Property Inspector. You can modify existing properties or add new ones using the graphical options. Although the inspector works in both Design and Code views, it is more useful in Design view.

By default, it appears beneath the Document Window; if it is not visible, choose **Window > Properties**. To reduce or expand the Property Inspector, click the expander arrow in the bottom right corner of the panel.

### this lesson

1. Open the file **lesson\_2\_property.html** in DreamweaverMX. If you have not yet downloaded it, right-click and download now: [lesson\\_2\\_property.html](#).
2. **Move the pointer** over the Property Inspector. Rest the pointer over the buttons to see their function.
3. Click the **Expander Arrow**. Click the beginning of the first paragraph; observe the changes in the Property Inspector. Is it a paragraph?

The screenshot shows the DreamweaverMX workspace. The top part is a document window titled 'about this lesson'. On the left is a 'Contents' table of contents with links for Overview, DW, Workspace, Define a Site, Create Web pages, Links and Images, Tables & CSS, Site Maps, Templates & Libraries, Javascript, and Accessibility. The main content area has a 'Next: Rationale' link. Below the document window is a toolbar with 'Home', 'Print', 'Open PDF', and 'Previous' buttons. Below that is the Property Inspector panel, which is currently empty, showing fields for 'Format' (None), 'Default Font', 'Size' (None), 'Link' (1.html), and 'Target'. A 'List Item...' button is at the bottom right of the panel.

*Next: Site Window*

DW home : 2. Workspace : 2.6 Property Inspector

## 2.7 Site Window

The Site Window helps you manage files and folders and allows you to view all the files and folders on your local disk; think of it as a specialized "explorer."

However, it also allows you to create and manage "sites" and site maintenance done here allows Dreamweaver to update files properly.

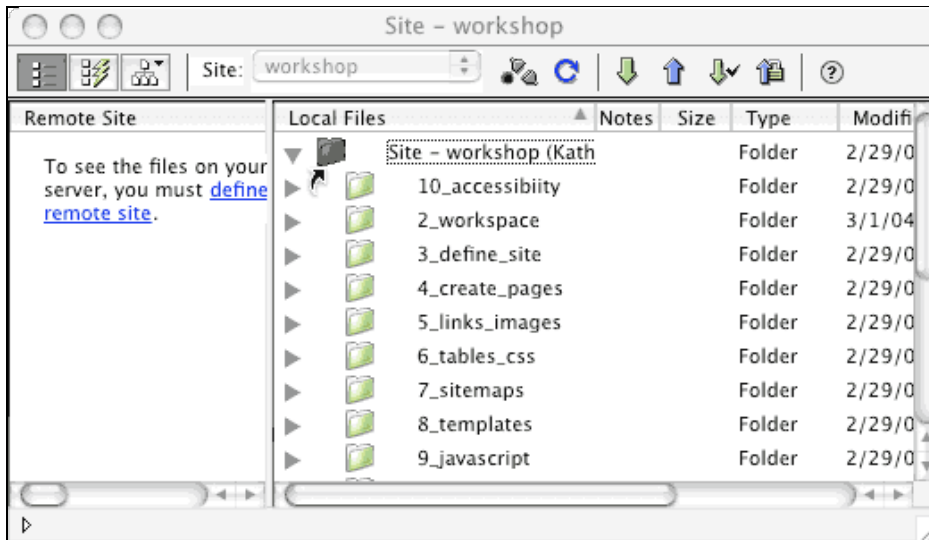
### To open the Site Window:

Macintosh: choose **Site > Open**

Windows: by default this is a collapsed panel in the **Files** group; expand it by clicking the **Expand/Collapse** button, as illustrated below.

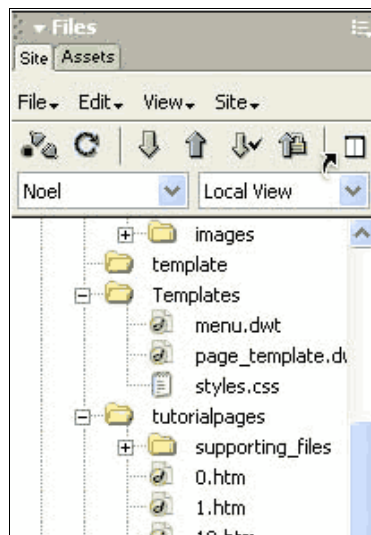
### this lesson

1. In Windows, **click the expand** button on the Site tab.
2. **Move the pointer** over the Site Window. Rest the pointer over the buttons to see their function.



Macintosh

In Windows, the Expand/Collapse Button is on the right-side of the toolbar. If you **undock** and **expand** the Site Panel, it will look like the Macintosh Site Window; it will also be more useful.



**Next:** Lesson 3. Site Management

DW home : 2. Workspace : 2.7 Site Window

