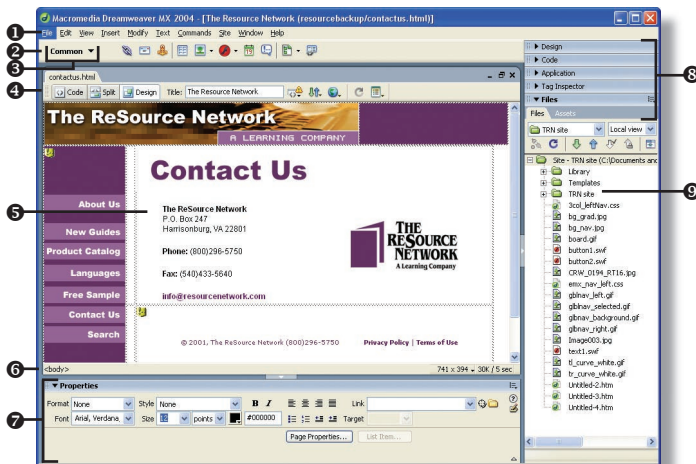




Getting Started

The Dreamweaver Window



- 1 **Menu Bar** – contains tools for use with Dreamweaver MX 2004.
- 2 **Insert Bar** – contains shortcuts for inserting or formatting objects or text.
- 3 **Insert Bar Menu** – allows you to switch between different Insert Bars.
- 4 **Document Toolbar** – contains shortcuts for common operations and displaying different views.
- 5 **Document Window** – displays the current document.
- 6 **Tag Selector** – displays the HTML tag for the selected text or item.
- 7 **Property Inspector** – displays properties for the selected text or item.
- 8 **Panel Groups** – contains sets of related functions grouped together under one heading.
- 9 **Files Panel** – displays your files and folders and contains tools to manage them.



Using the Start Page

The Start page will appear by default in the document window when you launch Dreamweaver and when you have no documents open. In the **Start page**, do one of the following:

- To open a recently used file, click the file name in the **Open a Recent Item** section.
- To open a file, click the **Open** folder in the **Open a Recent Item** section.
- To create a new document, click the document type in the **Create New** section.
- To set up a new Web site, click the **Dreamweaver Site** shortcut in the **Create New** section and follow the **Site Definition** wizard.
- To create a document based on a template, click a folder in the **Create from Samples** section.
- To download extensions, click the **Dreamweaver Exchange** shortcut in the **Extend** section.

*Note: If you do not want the Start page to display when you launch Dreamweaver, check the **Don't show again** box in the bottom-left corner of the **Start page** window. To enable the Start page again, select **Preferences** from the **Edit** menu and check the **Show start page** box.*

Choosing a Workspace Layout

This feature is only available in the Windows version of the software. The first time you launch Dreamweaver, the **Workspace** dialog box will appear.



1. In the **Workspace** dialog box, do one of the following:
 - To view your workspace in designer mode, select **Designer**. (This is the recommended mode.)
 - To view your workspace in coder mode, select **Coder**.
 2. Click the **OK** button.
- Note: To change the workspace layout while working in Dreamweaver, select **Preferences** from the **Edit** menu and click the **Change Workspace** button.*

Creating a New Site

1. Select **Manage Sites** from the **Site** menu.
2. Click the **New** button and select **Site** from the resulting menu.
3. Follow the instructions provided by the **Site Definition** wizard.
4. Click the **Done** button to exit the wizard.
5. Click the **Done** button to close the **Manage Sites** dialog box.

Creating a New Document

1. Select **New** from the **File** menu or press **Ctrl + N** (⌘ + N). (Mac commands are listed in parentheses.)
2. Select a document category in the **Category** box.
3. Select a specific document type in the box to the right.
4. Click the **Create** button.
5. *Optional:* To add the text that will appear on the browser's title bar, enter the text in the **Title** box on the **Document** toolbar.

Opening a Document

1. Select **Open** from the **File** menu or press **Ctrl + O** (⌘ + O).
 2. Locate and select the document you want to open.
 3. Click the **Open** button.
- Note: You can also click the arrow on the **View** box in the upper-right corner of the **Files** panel and select **Local view** from the resulting menu. Double-click the file you want to open in the **Files** panel.*

Saving a Document

1. Select **Save** from the **File** menu.
2. Select a location to save the file.
3. Enter a name for the document in the **File name** box.
4. Click the **Save** button.

*Note: To save after the initial save, press **Ctrl + S** (⌘ + S).*

Saving a Document as a Template

1. Open the document that you want to save as a template.
2. Click the arrow on the **Templates** button on the **Common Insert Bar** and select **Make Template** from the resulting menu.
3. Enter the name for the template in the **Save as** box.
4. Click the **Save** button and click the **Yes** button to update links.

Using Document Views

To switch between document views, do one of the following:

- To design and edit the document, click the **Design** button on the **Document** toolbar.
- To view the page in both Design and Code view, click the **Split** button on the **Document** toolbar.
- To view, write, and edit HTML code for the document, click the **Code** button on the **Document** toolbar.