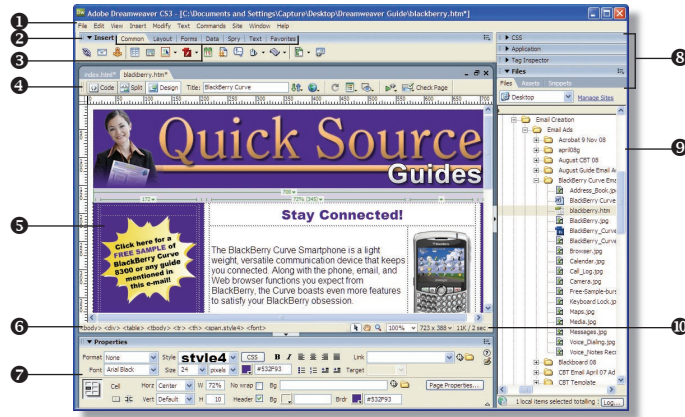




## Getting Started

### The Dreamweaver Window



- 1 **Menu Bar** – contains all the tools for use with Dreamweaver.
- 2 **Insert Bar** – contains shortcuts for inserting and formatting items.
- 3 **Category Tabs** – allow you to switch the Insert bar category.
- 4 **Document Toolbar** – contains shortcuts for common operations and for changing the view.
- 5 **Document Window** – displays the current document.
- 6 **Tag Selector** – displays the HTML tag for the selected item.
- 7 **Property Inspector** – displays properties for the selected item.
- 8 **Panel Groups** – contains sets of related functions grouped together under one heading.
- 9 **Files Panel** – displays files and contains tools to manage them.
- 10 **Status Bar** – displays current document information and additional tools, such as the Zoom tool.

### Using the Welcome Screen

The Welcome Screen appears by default when you launch Dreamweaver and when you have no documents open. In the Welcome Screen, 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, locate and select the file you want to open, and click the **Open** button.
- 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 page based on a sample, click a sample category in the **Create from Samples** section. Select a sample page and click the **Create** button.
- To download extensions, click the **Dreamweaver Exchange** shortcut in the **Extend** section.



*Note: If you do not want the Welcome Page to display when you launch Dreamweaver, check the **Don't show again** box. To enable the Welcome Page again, click on the **Edit** menu and select **Preferences** from the resulting menu. Check the **Show Welcome Screen** box and click the **OK** button.*

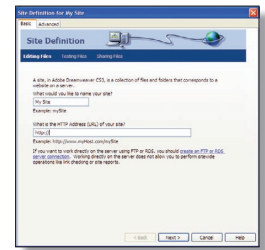
### Choosing a Workspace Layout

1. Select **Workspace Layout** from the **Window** menu.
2. Do one of the following:
  - To view panel groups docked on the left of the Document window, select **Coder** from the resulting menu.
  - To view panel groups docked on the right of the Document window, select **Designer** from the resulting menu.
  - To display the Document window and Property Inspector on the primary monitor and the panel groups on the secondary monitor, select **Dual Screen** from the resulting menu.

*Note: This is only available in the Windows version of this software.*

### Creating a New Site

1. Select **New Site** from the **Site** menu.
2. On the **Basic** tab, enter a name for the new site and enter the site URL.
3. Click the **Next** button.
4. Follow the **Site Definition** wizard to set up the site.
5. Click the **Done** button.
6. Click the **OK** button.



### Creating a New Document

1. Select **New** from the **File** menu or press **Ctrl + N** ( $\text{⌘} + N$ ).\*
2. Do one of the following:
  - To create a blank page, click the **Blank Page** shortcut, select the page type you want to create, and select a layout, if necessary.
  - To create a page from a template, click the **Page from Template** shortcut, select the site where the template is stored, and select the template you want to base the page on. Check or clear the **Update page when template changes** box.
  - To create a page from a sample, click the **Page from Sample** shortcut, select a sample folder, and select a sample page.
3. Click the **Create** button to create the new document.

### Opening a Document

1. Select **Open** from the **File** menu or press **Ctrl + O** ( $\text{⌘} + O$ ).
2. Locate and select the document you want to open.
3. Click the **Open** button.

*Note: You can also open a document in the **Files** panel.*

### Saving a Document

1. Select **Save** from the **File** menu or press **Ctrl + S** ( $\text{⌘} + S$ ).
2. Select a location to save the document.
3. Enter a name for the document in the **File name (Save As)** box.
4. Click the **Save** button to save the document.

### Saving a Document as a Template

1. Click the arrow on the **Templates**  $\text{⌘} + T$  button on the **Common** tab and select **Make Template** from the resulting menu or select **Save as Template** from the **File** menu.
2. Click the **OK** button in the dialog box that appears.
3. Click the arrow on the **Site** box and select a site to save the template in from the resulting menu.
4. Enter a description in the **Description** box.
5. Make changes to the file name or leave the default.
6. Click the **Save** button to save the template.

\* Mac OS commands are in parentheses.