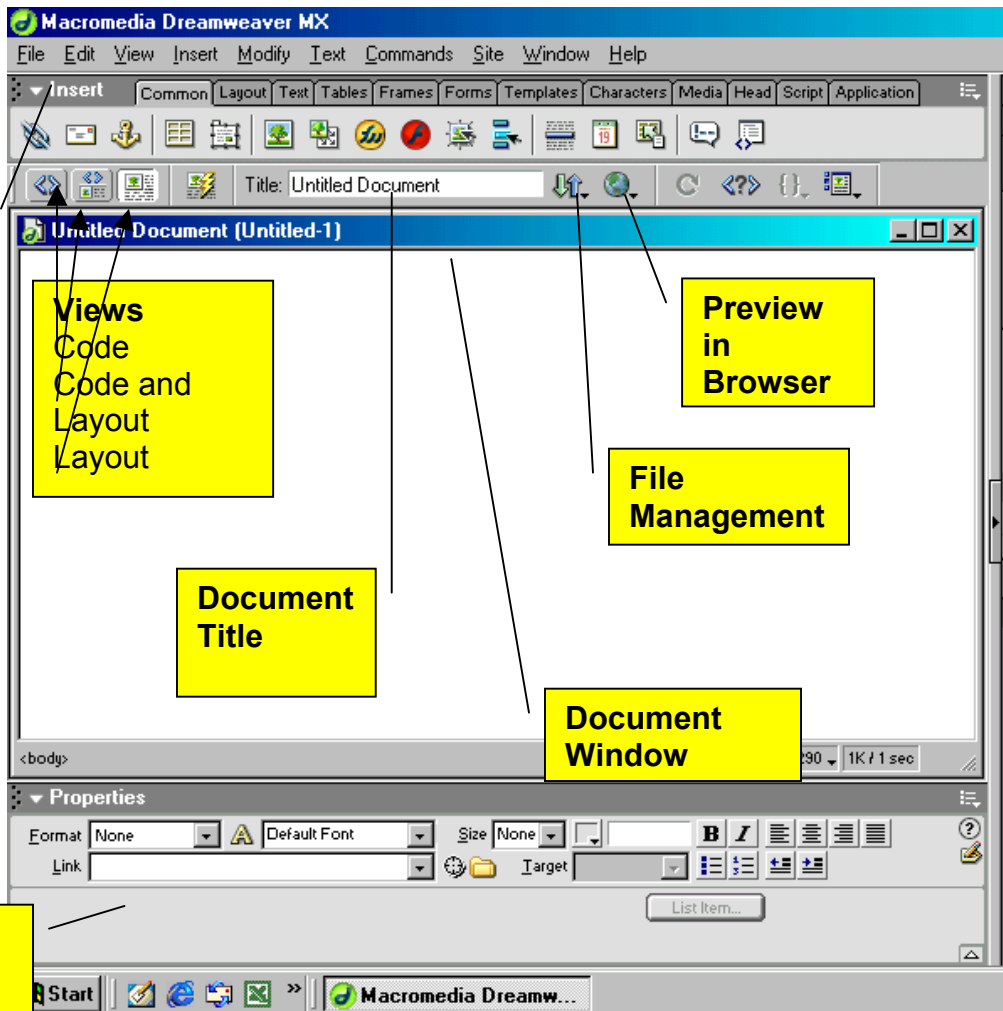


# Dreamweaver MX Quick Tips



**Objects Panel**  
(Use the tabs to view different panels)

**Views**  
Code  
Code and Layout  
Layout

**Preview in Browser**

**File Management**

**Document Title**

**Document Window**

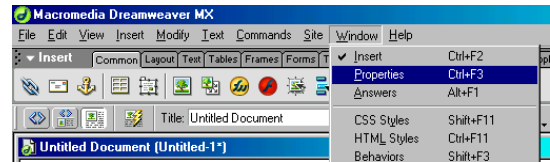
**Property Inspector**  
(Changes to reflect properties of the object)

# The Property Inspector

The Property Inspector lets you work with specific attributes of almost every object. It changes appearance depending on what object you have selected.

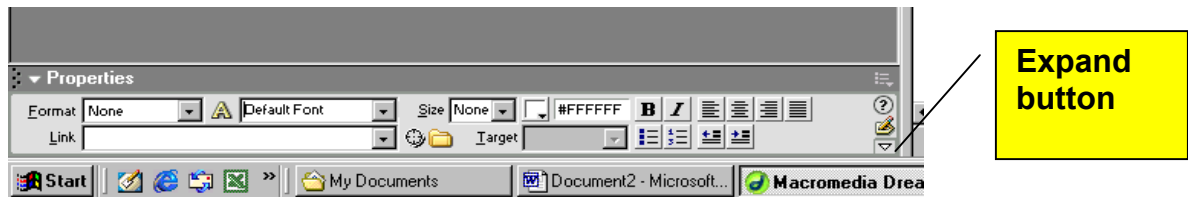
## Opening the Property Inspector

- Click **Window** on the Menu Bar
- Point to **Properties** and click



## Expanding the Property Inspector (if you can't see all of the options)

- Click on the **expand** button



# Page Properties

Page properties are elements that apply to a whole page. They include such things as page title, background (color or image), text color, link color, etc..

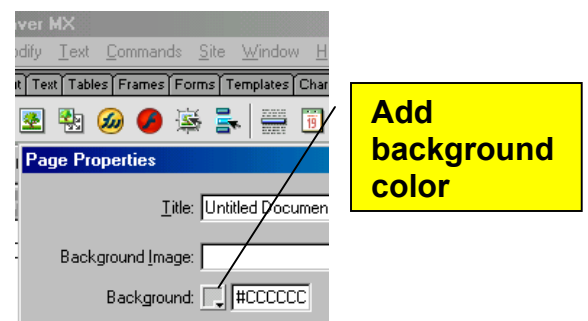
## To modify the properties of a page

- Click **Modify**
- Point to **Page Properties** and click
- Use the dialog box that pops up



## To add a background color to a page

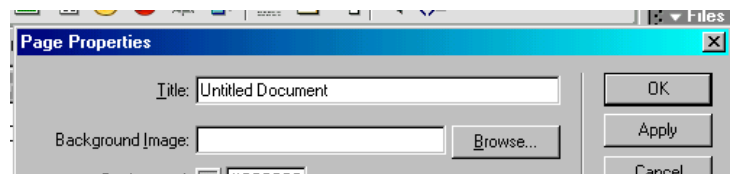
- Click **Modify**
- Point to **Page Properties** and click
- Click on the **square** beside Background
- The cursor will turn into an eyedropper
- Click on the color you want
- Click **OK**



To change the color of text, links, etc. follow the directions above, but click on the box beside the item you wish to change.

## To add a background image

- Click **Modify**
- Point to **Page Properties** and click
- Click on the **Browse** button to the right of Background Image
- Navigate to the file you want to use



- Select the file
- Click **OK**
- Click **OK**

### To remove a background image

- Click **Modify**
- Point to **Page Properties** and click
- Select the file name beside Background Image
- Press the **Delete** key

## Working with Tables

### To Insert a table

- Position the cursor where you want the table
- Click on the **table** icon on the **Common Objects Panel**
- Type in the number of rows and columns you want
- Choose the width
- Click **OK**

### To modify a table

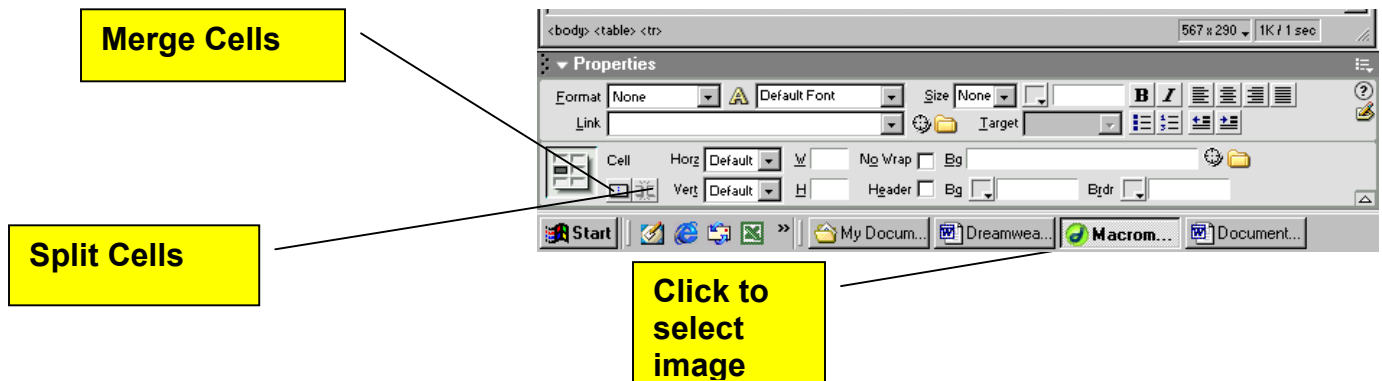
- Click and drag on the borders of rows and columns to change their size
- OR**
- Select the whole table (Click on the outside edge)
  - Use the **Property Inspector** to add rows or columns, change the size, set a background color or image, etc..

### To select and modify cells, rows, or columns

- Click in a cell to select it
- OR**
- Click and drag to select multiple cells
- OR**
- Position the mouse the top or left table border
  - When you see a fat black arrow click to select the entire row or column
  - Use the Property Inspector to modify the selected cells

### To Merge or split cells

- Select the cells
- Click on the merge or split buttons in the **Property Inspector**



## Other Tips for Using Tables

- Type 0 for border to make the table invisible
- Cell Padding refers to the amount of space between the walls of the cells and their content.
- Cell Spacing refers to the amount of space between cells.

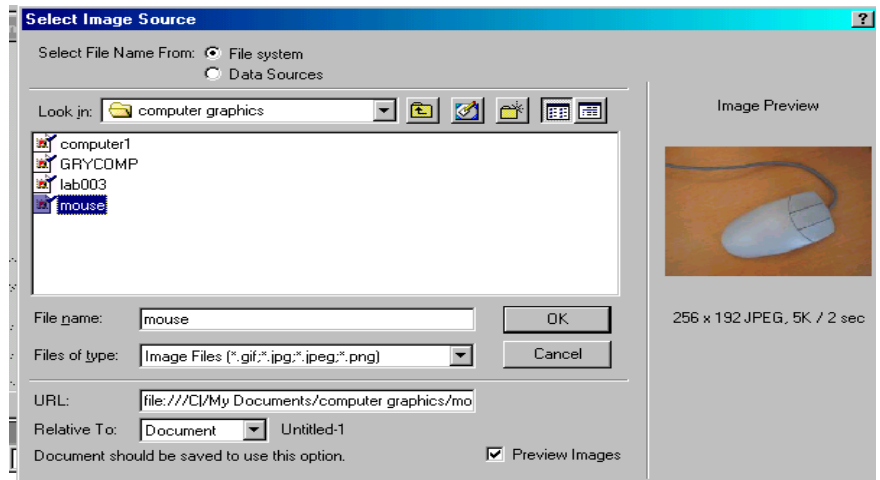
## Working with Graphics

### To insert a graphic

- With the cursor in the desired location (\*images can only be aligned left, right, or centered)
- Click **Insert** on the menu bar
- Click Image

### OR

- Click on the **Image** icon on the **Common Objects Panel**
- Use the Look In box to navigate to the file
- Click on the file
- Click **OK**



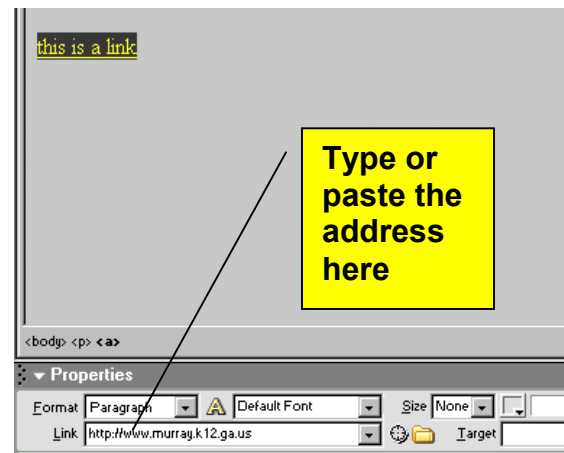
### To Insert an Image Placeholder

- With the cursor in the desired location (\*images can only be aligned left, right, or centered)
- Click **Insert** on the menu bar
- Click Image Placeholder
- Click OK
- Double click on the Placeholder at any time to insert the graphic

## Working with Links

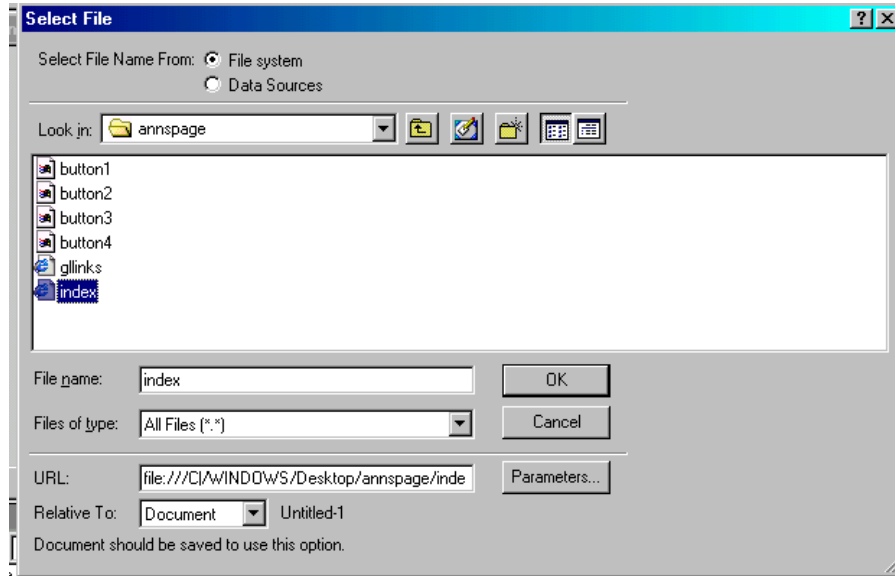
### To Link to another web page

- Type the text and select it **OR** Insert the graphic and select it
- Type or Paste the address in the Link box in the **Property Inspector**



### To link to another page on your site

- Type the text and select it **OR** Insert the graphic and select it
- Click on the folder icon (to the right of the link box) in the **Property Inspector**
- Navigate to the location of the page
- Click on the page
- Click **OK**



### To link to another location on the same page (Anchors)

An anchor consists of two parts: a named entity at the point where you want your visitor to land and a link to that anchor.

- Click to place the insertion point where you want it or highlight text or a graphic.
- Click on the **Anchor** icon on the **Common Objects Panel**.
- Type a name for the anchor (use lower case single words to make things easier)
- Click **OK**
- Select the text or image you want to use as a link
- In the **Property Inspector** type the pound sign (#) in the Link text box
- With no space between the pound sign and the name of the anchor, type the anchor name in the Link text box.