

Dreamweaver CS4

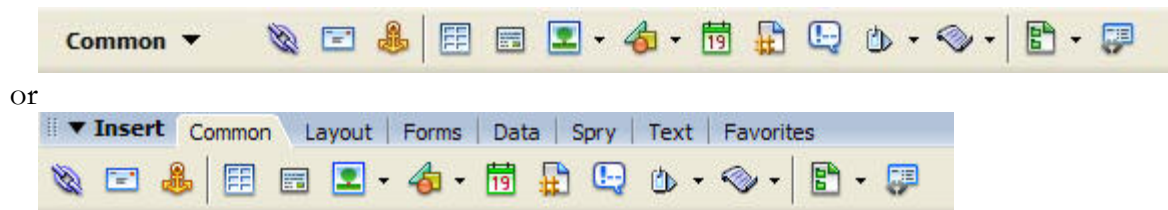
Recommended Settings

HOW TO GUIDE

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INSERT PANEL

The Insert panel contains various icons that allow you to easily insert different types of elements into your Web documents. For example, you can insert an anchor, table, picture or horizontal rule using the icons on this panel. This panel is available from the Window menu.



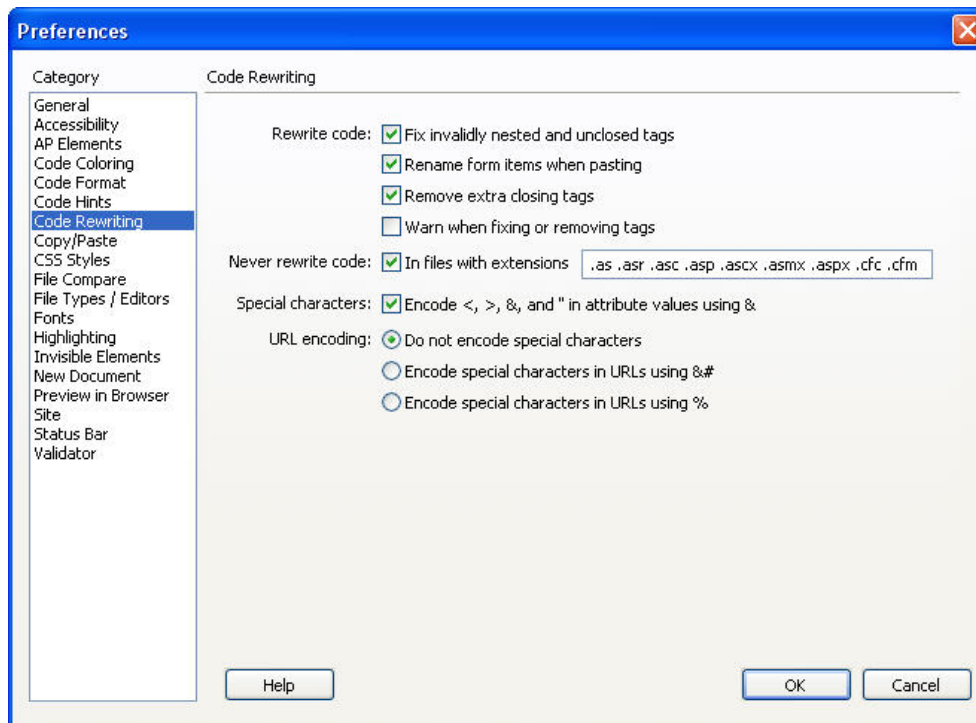
To change the default display of the Insert panel from drop-down menu to tabs:

- step 1.* On the **Insert** panel click **Common** to expand the drop-down menu.
- step 2.* Select **Show as Tabs**. The view changes to the **View as Tabs** figure shown above. To change it back to a drop-down menu, simply right-click on the blue bar next to the last tab name and select **Show as Menu**.

PREFERENCES

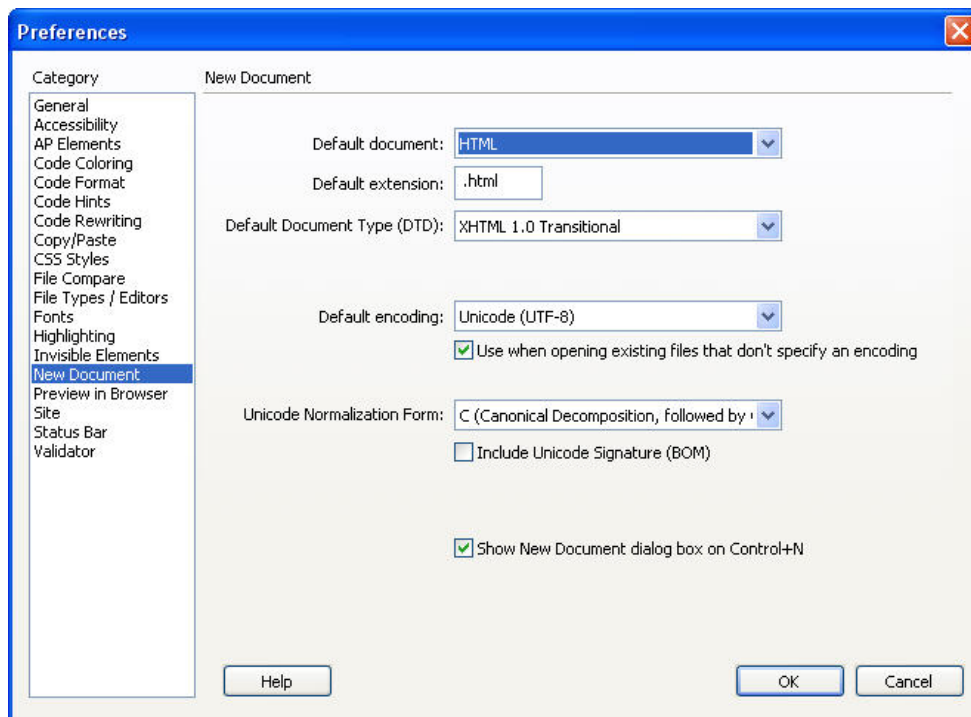
There are several global preferences in Dreamweaver that, when set, can save you time when designing Web pages. Follow these steps to set the recommended preferences.

- step 1.* On the PC, select **Edit > Preferences**. On the Macintosh, select **Dreamweaver > Preferences**.
- step 2.* Click the **Code Rewriting** category.
- step 3.* Click the box next to **Fix invalidly nested and unclosed tags** to place a check in the box.
- step 4.* Click the box next to **Remove extra closing tags** to place a check in the box.
- step 5.* Click the box next to **Encode <, > &, and “ in attribute values using &** to place a check in the box.



step 6. Click the **New Document** category.

step 7. Select the **Default Document Type** as **XHTML 1.0 Transitional**.



step 8. Click the **Validator** category.

step 9. Click the box next to **XHTML 1.0 transitional** to place a check in the box.

step 10. Click **OK** to save your changes.