Panel Basics

It is important to remember these three things when working with DreamWeaver MX panels:

- Panels can be expanded or collapsed in order to allow more working space. The diagram below circles the expand/collapse icons on the panels. In it the Design Panel is collapsed and the Files Panel is expanded so that the Site Panel menu is visible and accessible.
- Panels are dockable
- Panels and toolbars can be hidden with the **F4** hotkey
- Hidden panels and toolbars can be revealed (unhidden) with the **F4** hotkey

**Diagram of Expanded and Collapsed Panels**
Properties Panel

The Properties Panel is the panel that one will use most frequently. It contains all formatting options for anything from text to layers. The Properties Panel changes to display those options that apply to the items selected.

Insert Panel (Formerly the Objects Panel)

The Insert Panel is located underneath the Main Menu Bar at the top of the window. It contains a number of panels each of which supplies
numerous tools to assist with developing a webpage. Each nested panel can be accessed simply by single-clicking the tab from the Insert Panel. The most common panel within the Insert Panel is the Common Panel. The following is a short list of panels that are nested within the Insert Panel.

1. Common Panel: Contains tools for hotlinks, tables, layers, image insertion, and horizontal rules, etc.
2. Text Panel: Contains tools for formatting text, setting up headings, and inserting bulleted, numbered, or definition lists.
3. Forms Panel: Contains the tools for creating interactive HTML forms. Please note that forms that are established in Post method must be linked to a script (Perl, PHP, etc.) that is on the webserver. Self-contained forms must be established as in the Get method. This will allow the user to return the form via e-mail if their browser settings are set up to send mail.
4. Template Panel: Contains tools for setting up a template for a website. This helps groups maintain control over the overall design of a website.
5. Characters Panel: Contains tools for specialty characters such as the British pound (£).
6. Media Panel: Contains tools for inserting dynamic content such as Flash shockwave files (example: rollover Buttons & Text) as well as for inserting Java Applets and Active X scripts.

**Insert Panel Diagram**

![Insert Panel Diagram](image)