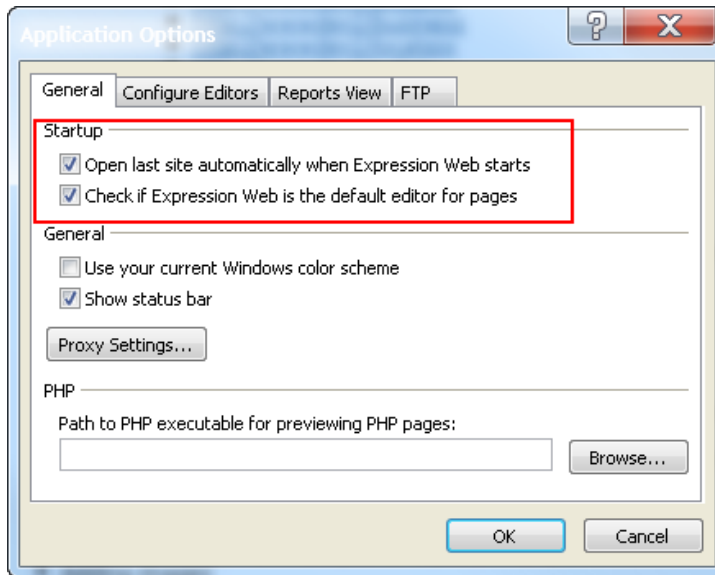# Training – Expressions Web (EW), Basics
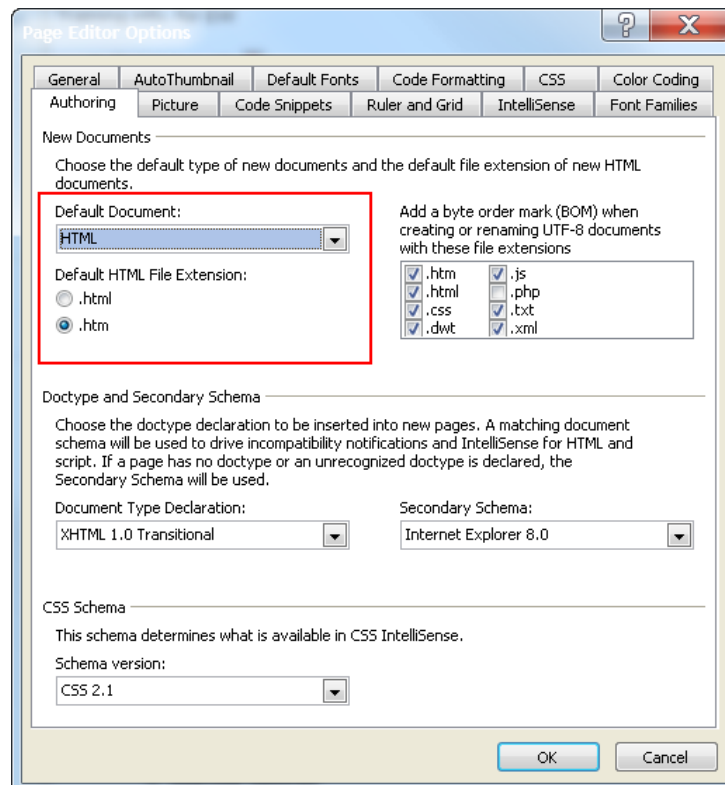
Setup/preferences
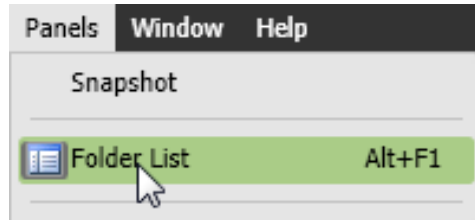
- Open **EW**
- Click on **Tools/Application options**
  - o **General** tab

- Click on **Tools/Page editor options**
  - o **Authoring** tab
    - ▪ Make the **Default HTML File Extension** = .htm

- ▪

- Click on **Panels**
  - Make sure **Folder list** icon is selected

Panels	Window	Help
Snapshot		
📋 Folder List		Alt+F1

  - Leave the following panels open and delete the others
    - Folder list (left column)
    - Site view (middle window)
    - Apply styles (hide it when not needed) (right column)
- Set up **Toolbars** at the top of EW
  - Right click in the horizontal bar to the right of **Help** and select the following two toolbars (clicking on them places a checkmark to the left of them):
    - Standard
    - Formatting

      - ✔ Standard
      - ✔ Formatting
      - Code View
      - Common
      - Dynamic Web Template
      - Master Page
      - Pictures
      - Positioning
      - Style
      - Style Application
      - Tables