

Macromedia®
Dreamweaver 4
Quick Reference Card

Dreamweaver 4 Workspace



Keyboard Shortcuts

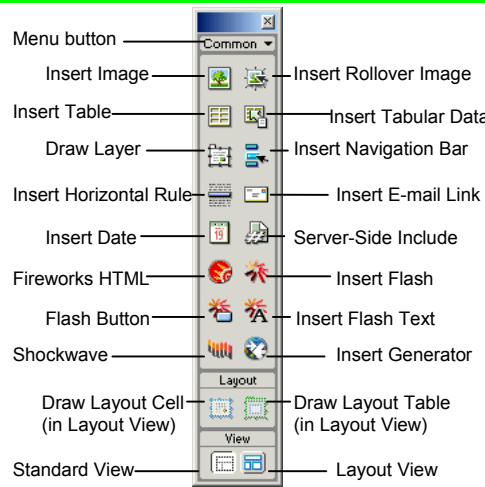
General

- Insert Named Anchor **<Ctrl> + <Alt> + <A>**
- Add to Library **<Ctrl> + <Shift> + **
- Duplicate **<Ctrl> + <D>**
- Edit Style Sheet **<Ctrl> + <Shift> + <E>**
- Replace **<Ctrl> + <H>**
- Show/Hide Grids **<Ctrl> + <G>**
- Show Invisibles **<Ctrl> + <Shift> + <I>**
- Insert Image **<Ctrl> + <Alt> + <I>**
- Page Properties **<Ctrl> + <J>**
- Create Link **<Ctrl> + <L>**
- Remove Link **<Ctrl> + <Shift> + <L>**
- Insert Table Row **<Ctrl> + <M>**
- Delete Table Row **<Ctrl> + <Alt> + <M>**
- Quick Tag Editor **<Ctrl> + <T>**
- View Head Content **<Ctrl> + <Shift> + <W>**
- Show/Hide Link **<Ctrl> + <Shift> + <Y>**

Toolbar Buttons

- **Code View:** View or edit the page in its source HTML code.
- **Split View:** View the page in HTML code and Design view (WYSIWYG) at the same time.
- **Design View:** View or edit the page in the WYSIWYG (What You See Is What You Get) editor.
- **Title:** Type the Web page title without using the Page Properties dialog box. The title appears in the title bar of the browser.
- **File Management:** Have easy access to files already published, or upload files directly from the document window.
- **Preview:** Choose from a list of browsers installed on the computer to preview the page.
- **Refresh:** Click to update changes made to the page while working on the HTML code.
- **Reference:** Click to view the definition of the current tag in the Reference panel.
- **Code Navigation:** Click to view the definition of the current tag in the Reference panel.
- **View Options:** In Design view, turn visual aids off or on such as table borders, or apply a grid or ruler to the page. In Code view or the Code Inspector, change how the HTML code is displayed.

Object Panel



- Click the **Menu button** to toggle between the Object Panel's seven menus:
Characters: insert special text symbols and line commands (ex. Copyright, Euro, line break)
Common: includes objects commonly inserted in a Web page (ex. tables, images, layers)
Forms: insert elements often found in a Web form (ex. text fields, option buttons, check boxes)
Frames: insert layouts often used for pages that use frames
Head: insert tags in the head section of the Web page (ex. meta, keywords, page description)
Invisible: named anchors, comments, and scripts
Special: Applets, Plug-ins, and ActiveX controls

Function Key Shortcuts

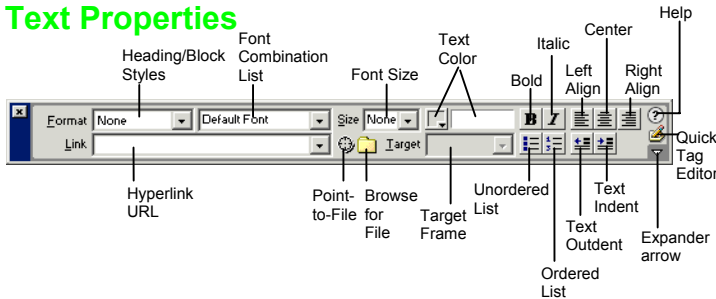
- Reference **<Shift> + <F1>**
- Reference Panel **<Ctrl> + <Shift> + <F1>**
- Layers **<F2>**
- Frames **<Ctrl> + <F2>**
- Object Panel **<Ctrl> + <F2>**
- Behaviors Panel **<Shift> + <F3>**
- Property Inspector **<Ctrl> + <F3>**
- Hide/Show All Floating Windows **<F4>**
- Site Files **<F5>**
- Refresh Local **<Shift> + <F5>**
- Switch to Layout View **<Ctrl> + <F6>**
- Switch to Standard View **<Ctrl> + <Shift> + <F6>**
- Code Inspector **<F10>**
- History Panel **<Shift> + <F10>**
- Assets Panel **<F11>**
- CSS Panel **<F11> + <Shift>**
- Preview in Primary Browser **<F12>**
- Preview in Secondary Browser **<Ctrl> + <F12>**

Property Inspector

General Commands

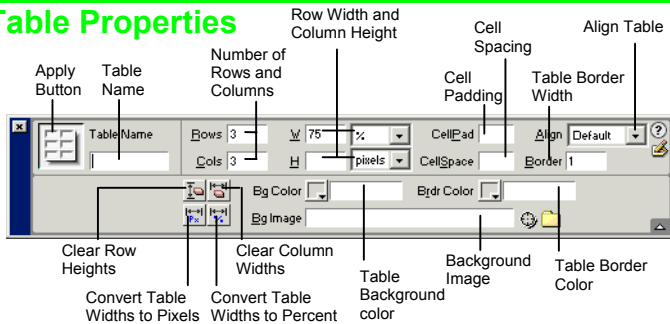
- Select an item to view its properties.
- **To Get Help:** Click the **Help button** for more information on options.
- **Format Text in HTML Code:** Click the **Quick Tag Editor button** to apply an HTML tag to selected text or object.
- **To Expand/Contract the Property Inspector:** Click the **Expander arrow** in the lower right corner to view or hide all the options in the Property Inspector.

Text Properties



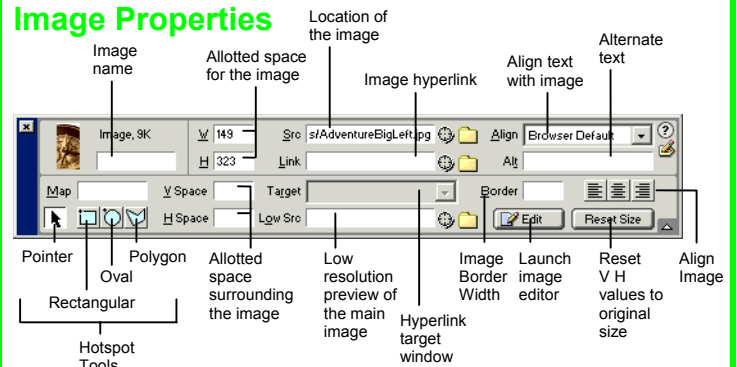
- **To Format Text:** Select the text and apply formatting from the Property Inspector.
- **To Create a Hyperlink:** Select the text and type the URL in the Link textbox; or drag the **Point-to-File icon** to the file in the Site window; or click the **Folder icon** to browse for a file in the Web site.
- **Specify Link Target Frame:** Specify in which frame the hyperlink should appear.

Table Properties



- **To View Table Formatting:** Click the **Apply button** in the Inspector.
- **To Add or Delete Rows or Columns:** Type the number of rows or columns you want to add or delete in the **Rows** and **Cols** text boxes.
- **To Change Table Width or Height:** Type a number in the **W** or **H** text boxes.
- **To Display the Table in Pixels or Percent:** Click the **pixels or percent list arrow** for the Rows or Columns and select the display option.
- **To Add Cell Padding or Cell Spacing:** Enter the amount in the **CellPad** or **CellSpace** text boxes.
- **To Add a Table Border:** Enter the amount in the **Border** text box.
- **To Add a Background Color:** Click the **Bg Color list arrow** and select a color from the palette.
- **To Add a Border Color:** Click the **Brdr Color list arrow** and select a color from the palette.
- **To Add a Background Image:** Type the location in the **Bg** text box, or drag the **Point-to-File icon** to the file in the Site window; or click the **Folder icon** to browse for a file.
- **To Add a Table Border:** Enter the width in the **Border** text box.

Image Properties



- **To Add a Hyperlink to an Image:** Select the text and type the URL in the Link textbox; or drag the **Point-to-File icon** to the file in the Site window; or click the **Folder icon** to browse for a file in the Web site.
- **To Create an Image Map:** Select the **Rectangular**, **Oval**, or **Polygon Hotspot Tool**, draw a shape and set the link location.
- **To Insert Alternate Text:** Type text that will appear instead of the picture in the **Alt** text box.
- **To Edit an Image:** Click the **Edit button** to launch the default graphic editor program on your computer.
- **To Align an Image:** Click the **Align list arrow** and align the image relative to text nearby; or click the **Left**, **Center** or **Right Align button** in the Inspector.
- **To Insert an Image:** Press **<Ctrl> + <Alt> + <I>**, or select **Insert** → **Image** from the menu.

Panels

- **To View or Hide a Panel:** Select **Window** from the menu bar and select the panel you want to view or hide.
- There are 12 different panels available in Dreamweaver:
 - Assets:** View and insert site assets such as images, HTML colors, links, Flash movies, scripts, templates, and library items
 - Behavior:** Attach and modify behaviors to specific page elements, specifically HTML tags **<Shift>+<F3>**
 - Code Inspector:** Work on the page in HTML code; just like Code view but in a separate window **<F10>**
 - CSS Styles:** Apply CSS styles to the current selection **<Shift> + <F11>**
 - Frames:** View a representation of the frames that make up the page **<Shift> + <F2>**
 - History:** Replay or Undo one or more steps already performed in Dreamweaver **<Shift> + <F10>**
 - HTML Styles:** Apply HTML styles based on other HTML tags to the selection **<Ctrl> + <F11>**
 - Layers:** Manage the layers in the page **<F2>**
 - Library:** Manage the operations of a library item inserted on the page through this panel **(none)**
 - Reference:** View detailed information about the HTML tag you are working on **<Ctrl> + <Shift> + <F1>**
 - Templates:** Manage the operations of a template item through this panel **(none)**
 - Timeline:** View the properties of layers and images over time **<Shift> + <F9>**