

Macromedia®
Dreamweaver 4
Quick Reference Card

Dreamweaver 4 Workspace



Keyboard Shortcuts

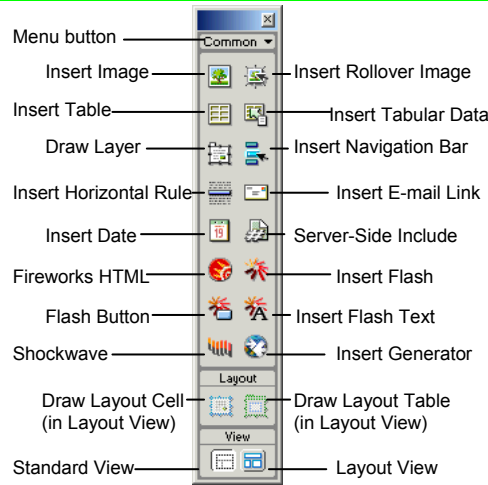
General

- 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

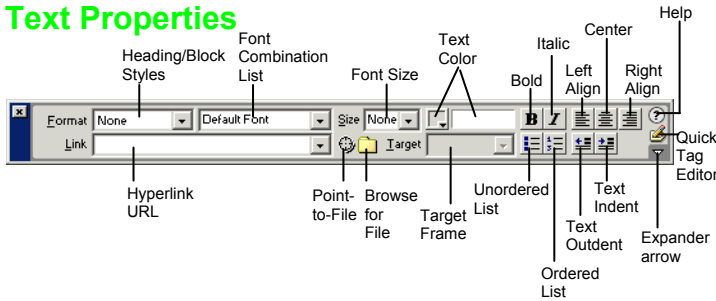
- Reference <Shift> + <F1>
- Reference Panel <Ctrl> + <Shift> + <F1>
- Layers <F2>
- Frames <Ctrl> + <F2>
- Object Panel <Ctrl> + <F2>
- Behaviors Panel <Shift> + <F3>
- Property Inspector <Ctrl> + <F3>
- Hide/Show All Floating Windows <F4>
- Site Files <F5>
- Refresh Local <Shift> + <F5>
- Switch to 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

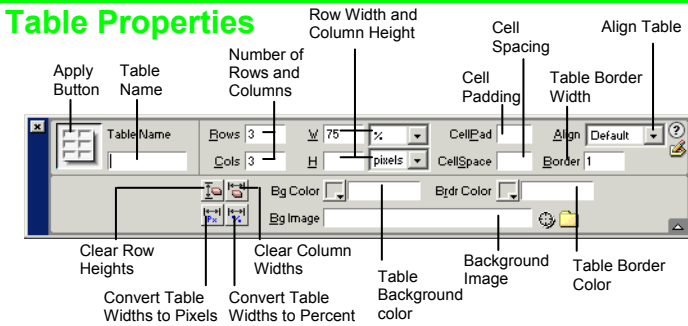
- Select an item to view its properties.
- **To Get Help:** Click the **Help button** for more information on options.
- **Format Text in HTML Code:** Click the **Quick Tag Editor button** to apply an HTML tag to selected text or object.
- **To Expand/Contract the Property Inspector:** Click the **Expander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

Text Properties



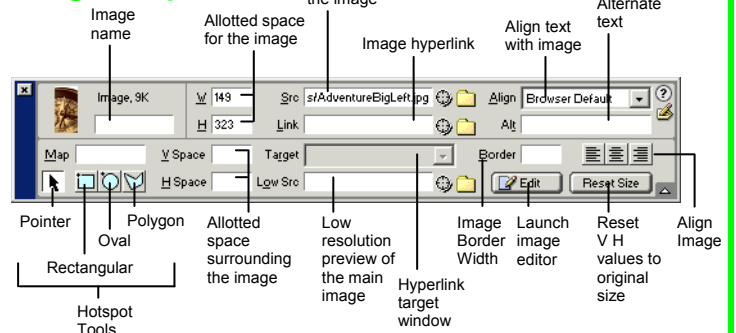
- **To Format Text:** Select the text and apply formatting from the Property Inspector.
- **To Create a Hyperlink:** Select the text and type the URL in the Link textbox; or drag the **Point-to-File icon** to the file in the Site window; or click the **Folder icon** to browse for a file in the Web site.
- **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, **<F11>** 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>**