Faculty Instructional Technology

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Dreamweaver MX Quick Reference Card

Macromedia[®]



Keyboard Shortcuts

General

Insert Named Anchor	<ctrl>+<alt>+<a></alt></ctrl>
Add to Library	<ctrl>+<shift>+</shift></ctrl>
Duplicate	<ctrl> + <d></d></ctrl>
Edit Style Sheet	<ctrl>+<shift>+<e></e></shift></ctrl>
Replace	<ctrl> + <h></h></ctrl>
Show/Hide Grids	<ctrl> + <g></g></ctrl>
Show Invisibles	<ctrl>+<shift>+<l></l></shift></ctrl>
Insert Image	<ctrl> + <alt> + <l></l></alt></ctrl>
Page Properties	<ctrl> + <j></j></ctrl>
Create Link	<ctrl> + <l></l></ctrl>
Remove Link	<ctrl>+<shift>+<l></l></shift></ctrl>
Insert Table Row	<ctrl> + <m></m></ctrl>
Delete Table Row	<ctrl>+<alt>+<m></m></alt></ctrl>
Quick Tag Editor	<ctrl> + <t></t></ctrl>
View Head	<ctrl>+<shift>+<w></w></shift></ctrl>
Content	
Show/Hide Link	<ctrl>+<shift>+<y></y></shift></ctrl>
Switch Views	<ctrl> + < ` ></ctrl>

Function Key Shortcuts

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Reference	<shift> + <f1></f1></shift>
Reference Panel	<ctrl>+<shift>+<f1></f1></shift></ctrl>
Layers	<f2></f2>
Frames	<ctrl> + <f2></f2></ctrl>
Object Panel	<ctrl> + <f2></f2></ctrl>
Behaviors Panel	<shift> + <f3></f3></shift>
Property Inspector	<ctrl> + <f3></f3></ctrl>
Hide/Show All Floating Windows	<f4></f4>
Site Files	<f5></f5>
Refresh Local	<shift> + <f5></f5></shift>
Switch to Layout View	<ctrl> + <f6></f6></ctrl>
Switch to Standard View	<ctrl>+<shift>+<f6></f6></shift></ctrl>
Code Inspector	<f10></f10>
History Panel	<shift> + <f10></f10></shift>
Assets Panel	<f11></f11>
CSS Styles Panel	<f11> + <shift></shift></f11>
Preview in Primary Browser	<f12></f12>
Preview in Secondary Browse	< Ctrl> + <f12></f12>

Document Toolbar

Code View: View or edit the page in HTML.

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.

Live Data View: View dynamic data

Title: Page 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.

Derivity: Choose from a list of browsers installed on the computer to preview the page.

C 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.

D. 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.

Insert Toolbar

I havigati	ion
Hyperlink Anchor Layer Placeholder Bar	Date Comment
Norman Layout Text Tables Frames Forms Temp	to viou the
🍇 🗣 🚳 🖳 🛱 🛱 🗐	
Endir mit moert mage rickworks	orizontal Tabular Tag ule Data Chooser
Table HTML Image Ru	
Common: includes objects commonly inserted in a	Templates: create and edit a template
Web page (ex. tables, images, layers)	Characters: insert special text symbols and line commands (ex. Copyright, Euro, line break)
Layout: insert or draw layout tables and cells on the	
page	Media: insert dynamic elements (ex. Flash,
Text: apply formatting to text (ex. bold, italic, list item)	Shockwave)
Tables: insert table and set table properties	Head: insert tags in the head section of the Web page

Frames: insert layouts often used for frame pages

Forms: insert elements often found in a Web form (ex. text fields, option buttons, check boxes)

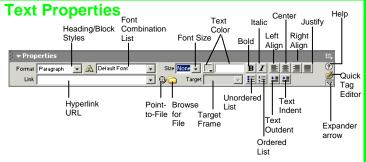
Head: insert tags in the head section of the Web page (ex. meta, keywords, page description) Script: insert script

Application: Recordset, dynamic table, Record form

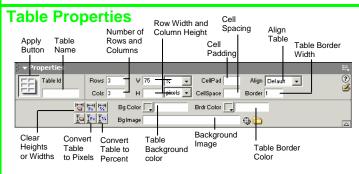
Property Inspector

General Commands

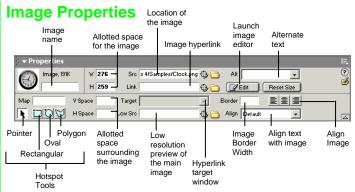
- Select an item to view its properties.
- To Get Help: Click the Help button for more information on options.
- Format Text in HTML Code: Click the Quick Tag Editor button to apply an HTML tag to selected text or object.
- To Expand/Contract the Property Inspector: Click the Expander arrow in the lower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



- **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.



- 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 <u>W</u> or <u>H</u> 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 Cell<u>P</u>ad or Cell<u>Space text boxes.</u>
- 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 <u>Bg</u> 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.



- 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 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> + <l>, 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. Or, click the panel group and select the panel tab you want to view.
- To View or Hide Panel Groups: Click the Panel group Expander arrow between the document window and the panel groups.
- There are six panel groups, and a total of 19 different panels available in Dreamweaver:

Design

CSS Styles: Apply CSS styles to the current selection HTML Styles: Apply HTML styles based on other HTML tags to the selection Behaviors: Attach and modify behaviors to specific page elements, specifically HTML tags

Code

Code Inspector: Work on the page in HTML code; just like Code view but in a separate window

Snippets: Create, delete, edit, or insert code snippets in the document Reference: View detailed information about the HTML tag you're working on

Application

Databases: Create and inspect database connections, insert database code Bindings: Locate and insert dynamic content

Server Behaviors: Create, insert and edit server behaviors into the page Components: Create, inspect, and insert components or component code

Files

Site: Track local and remote files, and upload files on the Web Assets: View and insert site assets such as images, HTML colors, links, Flash movies, scripts, templates, and library items

Answers: Get answers to questions about Dreamweaver MX

Others

Code Inspector: Work on the page in HTML code; just like Code view but in a separate window

Frames: View a representation of the frames that make up the page History: Replay or Undo steps already performed in Dreamweaver Layers: Manage the layers in the page

Sitespring: Web development collaboration feature

Timeline: View the properties change in layers and images over time