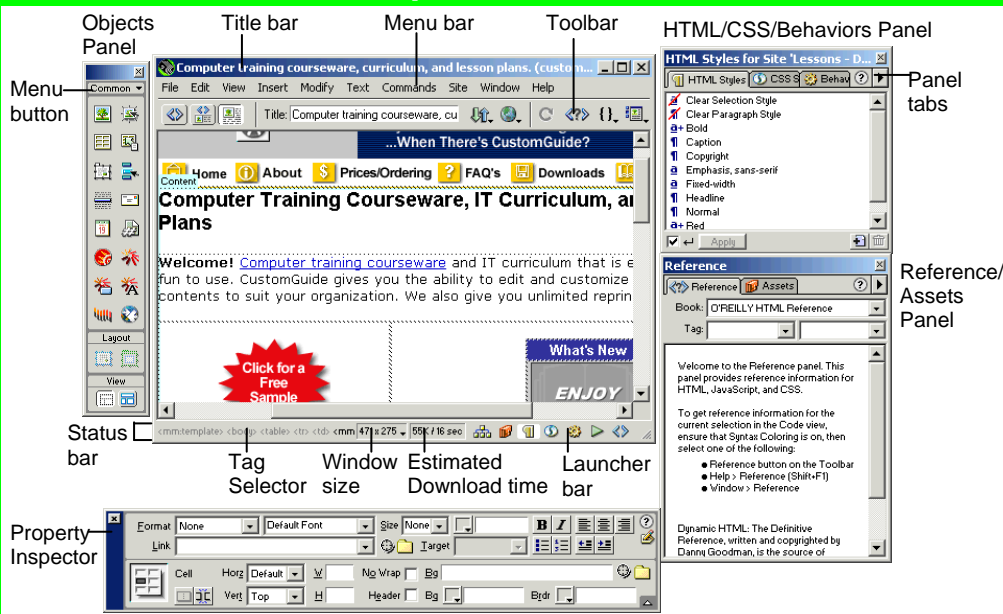


# Dreamweaver 4 Training

## Dreamweaver Quick Reference Card

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### Dreamweaver 4 Workspace



### Keyboard Shortcuts

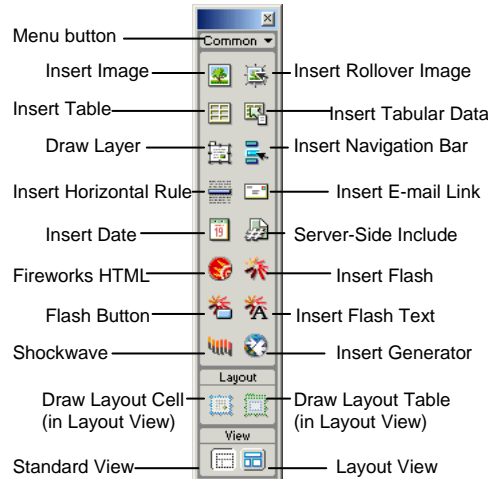
#### General

Insert Named Anchor	<Ctrl> + <Alt> + <A>
Add to Library	<Ctrl> + <Shift> + <B>
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:** Page Title **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

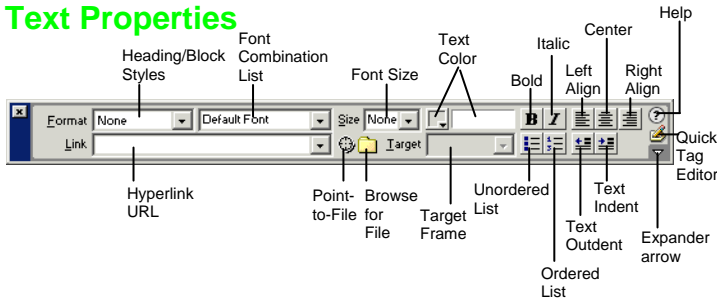
Reference	<Shift> + <F1>
Reference Panel	<Ctrl> + <Shift> + <F1>
Layers	<F2>
Frames	<Ctrl> + <F2>
Object Panel	<Ctrl> + <F2>
Behaviors Panel	<Shift> + <F3>
Property Inspector	<Ctrl> + <F3>
Hide/Show All Floating Windows	<F4>
Site Files	<F5>
Refresh Local	<Shift> + <F5>
Switch to Layout View	<Ctrl> +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

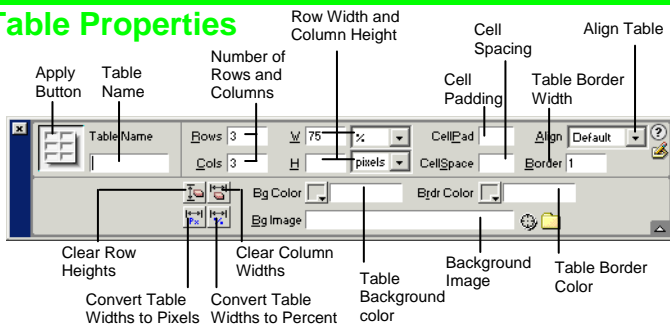
- Select an item to view its properties.
- **To Get Help:** Click the **Help button** for more information on options.
- **Format Text in HTML Code:** Click the **Quick Tag Editor button** to apply an HTML tag to selected text or object.
- **To Expand/Contract the Property Inspector:** Click the **Expander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

### Text Properties



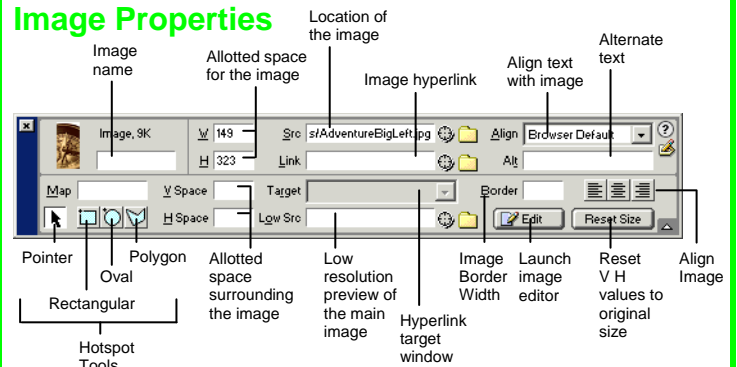
- **To Format Text:** Select the text and apply formatting from the Property Inspector.
- **To Create a Hyperlink:** Select the text and type the URL in the Link textbox; or drag the **Point-to-File icon** to the file in the Site window; or click the **Folder icon** to browse for a file in the Web site.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