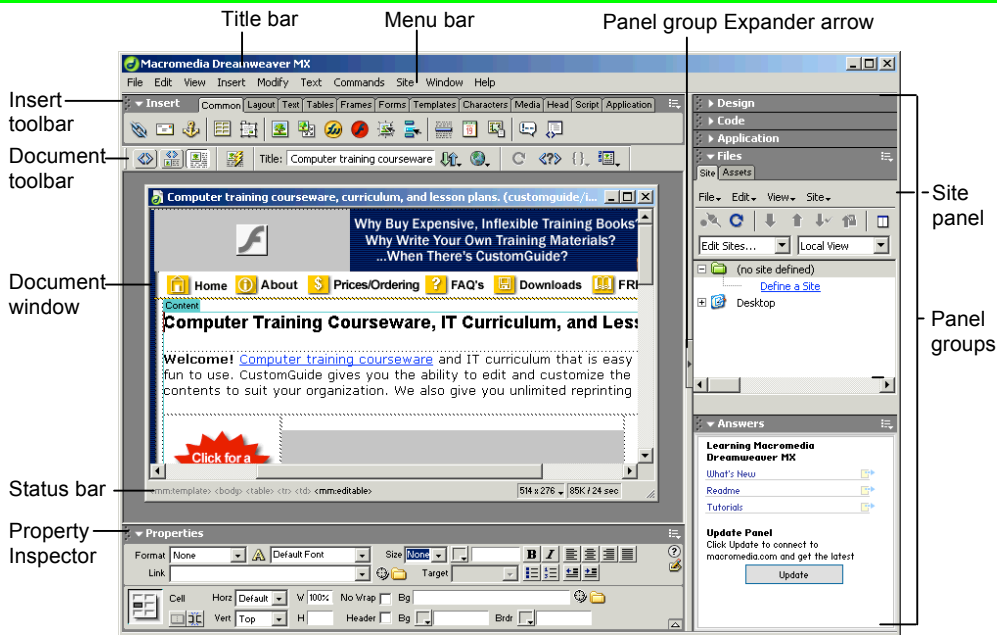


Dreamweaver MX Workspace



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>
Switch Views	<Ctrl> + < ` >

Document Toolbar

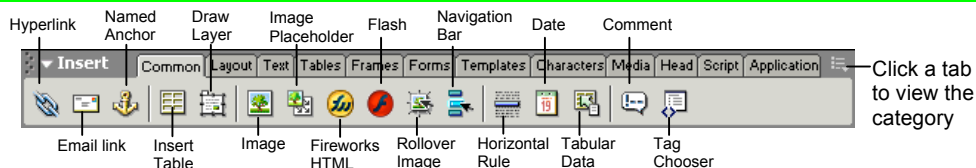
- Code View:** View or edit the page in HTML.
- Split View:** View the page in HTML code and Design view (WYSIWYG) at the same time.
- Design View:** View or edit the page in the WYSIWYG (What You See Is What You Get) editor.
- Live Data View:** View dynamic data
- Title:** Type the Web page title without 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.

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 Styles Panel	<F11> + <Shift>
Preview in Primary Browser	<F12>
Preview in Secondary Browser	<Ctrl> + <F12>

Insert Toolbar



- Common:** includes objects commonly inserted in a Web page (ex. tables, images, layers)
- Layout:** insert or draw layout tables and cells on the page
- Text:** apply formatting to text (ex. bold, italic, list item)
- Tables:** insert table and set table properties
- Frames:** insert layouts often used for frame pages
- Forms:** insert elements often found in a Web form (ex. text fields, option buttons, check boxes)

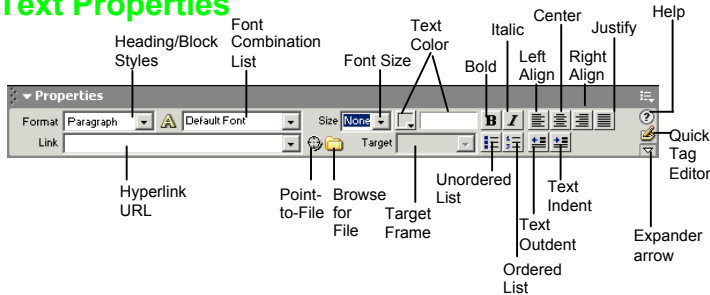
- Templates:** create and edit a template
- Characters:** insert special text symbols and line commands (ex. Copyright, Euro, line break)
- Media:** insert dynamic elements (ex. Flash, Shockwave)
- Head:** insert tags in the head section of the Web page (ex. meta, keywords, page description)
- Script:** insert script
- Application:** Recordset, dynamic table, Record form

Property Inspector

General Commands

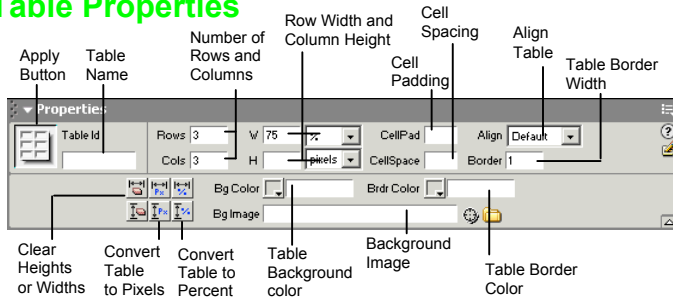
- Select an item to view its properties.
- **To Get Help:** Click the **Help button** for more information on options.
- **Format Text in HTML Code:** Click the **Quick Tag Editor button** to apply an HTML tag to selected text or object.
- **To Expand/Contract the Property Inspector:** Click the **Expander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

Text Properties



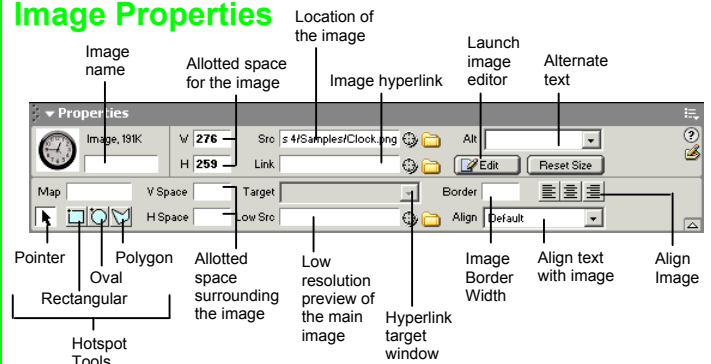
- **To Format Text:** Select the text and apply formatting from the Property Inspector.
- **To Create a Hyperlink:** Select the text and type the URL in the Link textbox; or drag the **Point-to-File icon** to the file in the Site window; or click the **Folder icon** to browse for a file in the Web site.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

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- [Gmail](#)
- [Google Calendar](#)
- [Google Docs](#)
- [Google Drive](#)
- [Google Sheets](#)
- [Google Slides](#)

OS

- [Mac OS](#)
- [Windows 10](#)

Productivity

- [Digital Literacy](#)
- [Salesforce](#)

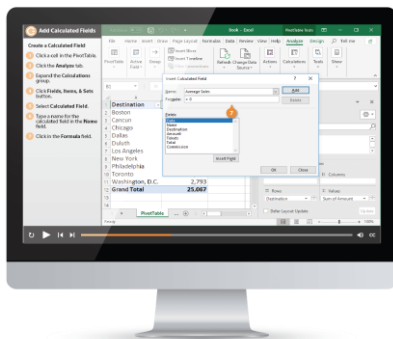
Soft Skills

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