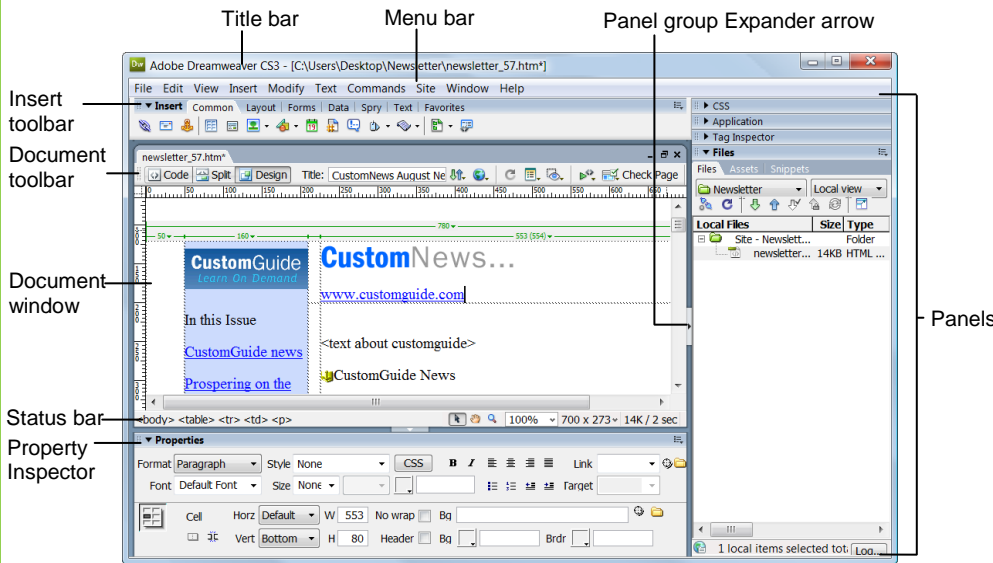


### Dreamweaver CS3 Workspace



### 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>
Switch Views	<Ctrl> + < ` >

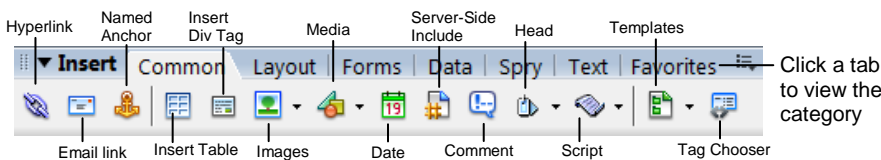
### Document Toolbar

- 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.
- Title:**  **Title:** Type the Web page title you want to appear in the title bar of the browser.
- File Management:** Access already-published files 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 after working on the HTML code.
- View options:** In Design view, apply a grid or ruler to the page. In Code view, change how the HTML code is displayed.
- Visual Aids:** Choose from different aids to help you design your pages.
- Validate markup:** Validate current document or tag.
- Check Browser Compatibility:** Check the compatibility of your document with different Web browsers.

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

### Insert Toolbar



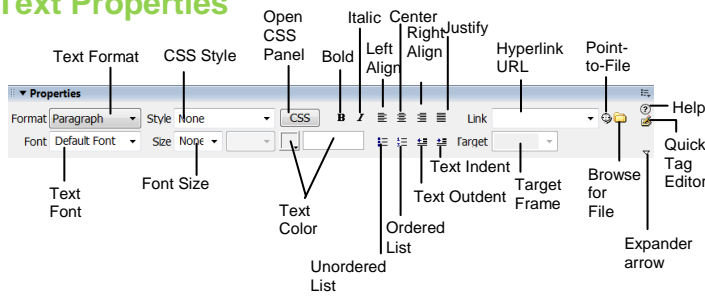
- Common:** includes objects commonly inserted in a Web page (ex. tables, images)
- Layout:** insert layout tables and frames on the page
- Forms:** insert elements often found in a Web form (ex. text fields, option buttons, check boxes)
- Data:** insert Spry data objects and other dynamic items like update forms.
- Spry:** includes Spry objects and widgets for making Spry pages.
- Text:** apply formatting to text (ex. bold, italic, list item)
- Favorites:** allows you to group the buttons you use most often.

# Property Inspector

## General Commands

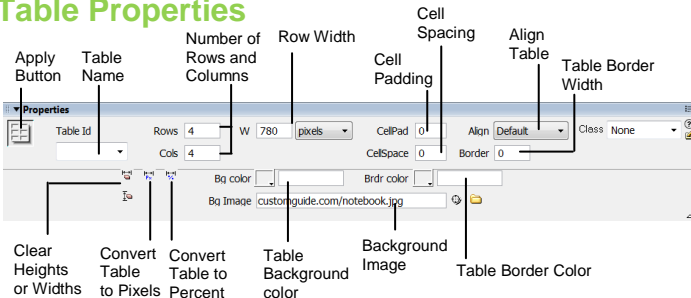
- Select an item to view its properties.
- **To Get Help:** Click the **Help** button for more information on options.
- **Format Text in HTML Code:** Click the **Quick Tag Editor** button to apply an HTML tag to selected text or object.
- **To Expand/Contract the Property Inspector:** Click the **Expander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

## Text Properties



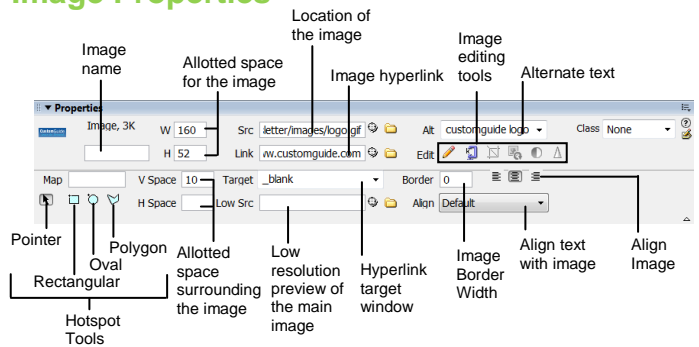
- **To Format Text:** Select the text and apply formatting from the Property Inspector.
- **To Create a Hyperlink:** Select the text and type the URL in the Link textbox; or drag the **Point-to-File** icon to the file in the Site panel; or click the **Folder** icon to browse for a file in the Web site.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

## Table Properties



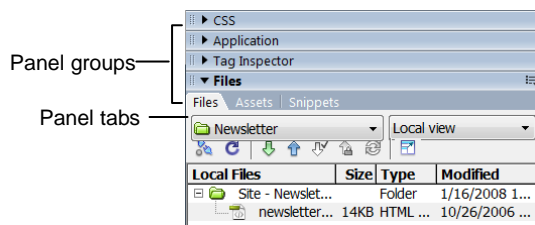
- **To View Table Properties:** Click a table border.
- **To Add or Delete Rows or Columns:** Type the number of rows or columns you want to add or delete in the Rows and Cols text boxes.
- **To Change Table Width:** Type a number in the W text box.
- **To Display the Table in Pixels or Percent:** Click the **pixels** or **percent** button arrow 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 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 panel; 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 panel; 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** command, draw a shape and set the link location.
- **To Edit an Image:** Use the image editing buttons.
- **To Align an Image:** Click the **Align** button 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 four panel groups available in Dreamweaver:

## CSS

- **CSS Styles:** Apply CSS styles to the current selection
- **AP Elements:** Manage the AP (absolutely positioned) elements in your document

## 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

## Tag Inspector

- **Attributes:** Edit or add attributes and their values
- **Behaviors:** Attach or modify behaviors to page elements such as tags

## Files

- **File:** 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
- **Snippets:** Create, delete, edit, or insert code snippets in the document

