



FILE MENU

| Action | Shortcut |
|-------------------|-----------------|
| New document | Command+N |
| Open an HTML file | Command+O |
| Open in frame | Command+Shift+O |
| Close | Command+W |
| Save | Command+S |
| Save as | Command+Shift+S |
| Check links | Command+F8 |
| Exit/Quit | Command+Q |

EDIT MENU

| Action | Shortcut |
|------------------------|------------------------------|
| Undo | Command+Z |
| Redo | Command+Y or Command+Shift+Z |
| Cut | Command+X or Shift+Del |
| Copy | Command+C or Command+Ins |
| Paste | Command+V or Shift+Ins |
| Clear | Delete |
| Select All | Command+A |
| Select parent tag | Command+Shift+< |
| Select child | Command+Shift+> |
| Find and Replace | Command+F |
| Find next | Command+G |
| Indent Code | Command+Shift+] |
| Outdent Code | Control+Shift+[|
| Balance Braces | Command+' |
| Launch External Editor | Command+E |
| Preferences | Command+U |

EDITING TEXT

| Action | Shortcut |
|--|---|
| Create a new paragraph | Return |
| Insert a line break | Shift+Return |
| Insert a nonbreaking space | Option+Spacebar |
| Move text or object to another place in the page | Drag selected item to new location |
| Copy text or object to another place in the page | Option-drag selected item to new location |
| Select a word | Double-click |
| Add selected items to library | Command+Shift+B |
| Switch between design view and code editors | Option+Tab |
| Open and close the Property inspector | Command+Shift+J |
| Check spelling | Shift+F7 |

CODE EDITING

| Action | Shortcut |
|------------------------|---------------------|
| Switch to design view | Option+Tab |
| Open Quick Tag Editor | Command+T |
| Select parent tag | Command+Shift+< |
| Balance Braces | Command+' |
| Select All | Command+A |
| Copy | Command+C |
| Find and Replace | Command+F |
| Find Next | Command+G |
| Replace | Command+H |
| Paste | Command+V |
| Cut | Command+X |
| Redo | Command+Y |
| Undo | Command+Z |
| Toggle breakpoint | Command+Option+B |
| Select line up | Shift+Up |
| Select line down | Shift+Down |
| Character select left | Shift+Left |
| Character select right | Shift+Right |
| Move to page up | Page Up |
| Move to page down | Page Down |
| Select to page up | Shift+Page Up |
| Select to page down | Shift+Page Down |
| Select word left | Command+Shift+Left |
| Select word right | Command+Shift+Right |
| Move to start of line | Home |
| Move to end of line | End |
| Move to top of code | Command+Home |
| Move to end of code | Command+End |
| Select to top of code | Command+Shift+Home |
| Select to end of code | Command+Shift+End |

PAGE VIEWS

| To toggle the display of | Shortcut |
|--------------------------|------------------|
| Standard view | Command+Shift+F6 |
| Layout view | Command+F6 |
| Toolbar | Command+Shift+T |

VIEWING PAGE ELEMENTS

| To toggle the display of | Shortcut |
|--------------------------|------------------------|
| Visual Aids | Command+Shift+I |
| Rulers | Command+Option+R |
| Show Grid | Command+Option+G |
| Snap to Grid | Command+Option+Shift+G |
| Head content | Command+Shift+W |
| Page properties | Command+Shift+J |

FORMATTING TEXT

| Action | Shortcut |
|---|------------------------|
| Indent | Command+] |
| Outdent | Command+[|
| Format > None | Command+0 (zero) |
| Paragraph Format | Command+Shift+P |
| Apply Headings 1 through 6 to a paragraph | Command+1 through 6 |
| Alignment > Left | Command+Shift+Option+L |
| Alignment > Center | Command+Shift+Option+C |
| Alignment > Right | Command+Shift+Option+R |
| Make selected text bold | Command+B |
| Make selected text italic | Command+I |
| Edit Style Sheet | Command+Shift+E |

Note: Some text formatting shortcuts have no effect when working in the code editors.

FINDING AND REPLACING TEXT

| Action | Shortcut |
|----------------------|-----------|
| Find | Command+F |
| Find Next/Find Again | Command+G |
| Replace | Command+H |

WORKING IN TABLES

| Action | Shortcut |
|---|---------------------------|
| Select table (with cursor inside the table) | Command+A |
| Move to the next cell | Tab |
| Move to the previous cell | Shift+Tab |
| Insert a row (before current) | Command+M |
| Add a row at end of table | Tab in the last cell |
| Delete the current row | Command+Shift+M |
| Insert a column | Command+Shift+A |
| Delete a column | Command+Shift+ - (hyphen) |
| Merge selected table cells | Command+Option+M |
| Split table cells | Command+Option+S |
| Update table layout (forces a redraw when in "faster table editing" mode) | Command+Spacebar |

Note: Some table shortcuts do not work in Layout view.

WORKING WITH TEMPLATES

| Action | Shortcut |
|----------------------------|------------------|
| Create new editable region | Command+Option+V |

WORKING IN FRAMES

| Action | Shortcut |
|---|----------------------------------|
| Select a frame | Shift+Option-click in frame |
| Select next frame or frameset | Command+Right Arrow |
| Select previous frame or frameset | Command+Left Arrow |
| Select parent frameset | Command+Up Arrow |
| Select first child frame or frameset | Command+Down Arrow |
| Add a new frame to frameset | Option-drag frame border |
| Add a new frame to frameset using push method | Command+Option-drag frame border |

WORKING WITH LAYERS

| Action | Shortcut |
|---|----------------------------------|
| Select a layer | Command+Shift-click |
| Select and move layer | Command+Shift-drag |
| Add or remove layer from selection | Shift-click layer |
| Move selected layer by pixels | Arrow keys |
| Move selected layer by snapping increment | Shift+arrow keys |
| Resize selected layer by pixels | Option+arrow keys |
| Resize selected layer by snapping increment | Option+Shift+arrow keys |
| Align selected layers to the Top/Bottom/Left/Right of the last selected layer | Command+Up/Down/Left/Right Arrow |
| Make selected layers the same width | Command+Shift+[|
| Make selected layers the same height | Command+Shift+] |
| Toggle nesting preference on or off when creating a layer | Command-drag |
| Toggle the display of the grid | Command+Shift+Option+G |
| Snap To grid | Command+Option+G |

WORKING WITH TIMELINES

| Action | Shortcut |
|------------------------|------------------------|
| Add object to timeline | Command+Option+Shift+T |
| Add a keyframe | Shift+F9 |
| Remove a keyframe | Delete |

WORKING WITH IMAGES

| Action | Shortcut |
|-------------------------------|----------------------------|
| Change image source attribute | Double-click image |
| Edit image in external editor | Command-double-click image |

GETTING HELP

| Action | Shortcut |
|-------------------|------------|
| Using Help Topics | F1 |
| Reference | Shift+F1 |
| Support Center | Command+F1 |

MANAGING HYPERLINKS

| Action | Shortcut |
|--|--|
| Create hyperlink (select text) | Command+L |
| Remove hyperlink | Command+Shift+L |
| Drag and drop to create a hyperlink from a document | Select the text, image, or object, then Shift-drag the selection to a file in the Site window |
| Drag and drop to create a hyperlink using the Property inspector | Select the text, image, or object, then drag the point-to-file icon in Property inspector to a file in the Site window |
| Open the linked-to document in Dreamweaver | Command-double-click link |
| Check links selected | Shift+F8 |
| Check links in the entire site | Command+F8 |

TARGETING AND PREVIEWING IN BROWSERS

| Action | Shortcut |
|------------------------------|-------------|
| Preview in primary browser | F12 |
| Preview in secondary browser | Command+F12 |

DEBUGGING IN BROWSERS

| Action | Shortcut |
|----------------------------|--------------------|
| Debug in primary browser | Option+F12 |
| Debug in secondary browser | Command+Option+F12 |

SITE MANAGEMENT AND FTP

| Action | Shortcut |
|--|--|
| Create new file | Command+Shift+N |
| Create new folder | Command+Shift+Option+N |
| Open selection | Command+Shift+Option+O |
| Get selected files or folders from remote FTP site | Command+Shift+D or drag files from Remote to Local pane in Site window |
| Put selected files or folders to remote FTP site | Command+Shift+U or drag files from Local to Remote pane in Site window |
| Check out | Command+Shift+Option+D |
| Check in | Command+Shift+Option+U |
| View site map | Option+F8 |
| Refresh remote site | Option+F5 |

HISTORY PANEL

| Action | Shortcut |
|------------------------------|-----------------|
| Open the History panel | Shift F10 |
| Start/stop recording command | Command+Shift+X |
| Play recorded command | Command+P |

SITE MAP

| Action | Shortcut |
|-----------------------|---------------------|
| View site files | F8 |
| Refresh Local pane | Shift+F5 |
| Make root | Command+Shift+R |
| Link to existing file | Command+Shift+K |
| Change link | Command+L |
| Remove link | Delete |
| Show/Hide link | Command+Shift+Y |
| Show page titles | Command+Shift+T |
| Rename file | n/a |
| Zoom in site map | Command+ + (plus) |
| Zoom out site map | Command+ - (hyphen) |

PLAYING PLUGINS

| Action | Shortcut |
|------------------|------------------------|
| Play plugin | Command+Option+P |
| Stop plugin | Command+Option+X |
| Play all plugins | Command+Shift+Option+P |
| Stop all plugins | Command+Shift+Option+X |

INSERTING OBJECTS

| Action | Shortcut |
|--|---|
| Any object (image, Shockwave movie, and so on) | Drag file from the Finder or Site window to the Document window |
| Image | Command+Option+I |
| Table | Command+Option+T |
| Flash movie | Command+Option+F |
| Shockwave Director movie | Command+Option+D |
| Named anchor | Command+Option+A |

OPENING AND CLOSING PANELS

| Action | Shortcut |
|---------------------------|------------------|
| Objects | Command+F2 |
| Properties | Command+F3 |
| Site Files | F5 |
| Site Map | Command+F5 |
| Assets | F11 |
| CSS Styles | Shift+F11 |
| HTML Styles | Command+F11 |
| Behaviors | Shift+F3 |
| History | Shift+F10 |
| Timelines | Shift+F9 |
| Code inspector | F10 |
| Frames | Shift+F2 |
| Layers | F2 |
| Reference | Command+Shift+F1 |
| Show/Hide Floating panels | F4 |