



### FILE MENU

Action	Shortcut
New document	Control+N
Open an HTML file	Control+O, or drag the file from the Explorer or Site window to the Document window
Open in frame	Control+Shift+O
Close	Control+W
Save	Control+S
Save as	Control+Shift+S
Check links	Shift + F8
Exit/Quit	Control+Q

### EDIT MENU

Action	Shortcut
Undo	Control+Z
Redo	Control+Y or Control+Shift+Z
Cut	Control+X or Shift+Del
Copy	Control+C or Control+Ins
Paste	Control+V or Shift+Ins
Clear	Delete
Select All	Control+A
Select parent tag	Control+Shift+<
Select child	Control+Shift+>
Find and Replace	Control+F
Find next	F3
Indent Code	Control+Shift+] ]
Outdent Code	Control+Shift+[ [
Balance Braces	Control+'
Launch External Editor	Control+E
Preferences	Control+U

### PAGE VIEWS

To toggle the display of	Shortcut
Standard view	Control+Shift+F6
Layout view	Control+F6
Toolbar	Control+Shift+T

### VIEWING PAGE ELEMENTS

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

### CODE EDITING

Action	Shortcut
Switch to design view	Control+Tab
Open Quick Tag Editor	Control+T
Select parent tag	Control+Shift+<
Balance Braces	Control+'
Select All	Control+A
Copy	Control+C
Find and Replace	Control+F
Find Next	F3
Replace	Control+H
Paste	Control+V
Cut	Control+X
Redo	Control+Y
Undo	Control+Z
Toggle breakpoint	Control+Alt+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	Control+Shift+Left
Select word right	Control+Shift+Right
Move to start of line	Home
Move to end of line	End
Move to top of code	Control+Home
Move to end of code	Control+End
Select to top of code	Control+Shift+Home
Select to end of code	Control+Shift+End

### EDITING TEXT

Action	Shortcut
Create a new paragraph	Enter
Insert a line break  	Shift+Enter
Insert a nonbreaking space	Control+Shift+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	Control-drag selected item to new location
Select a word	Double-click
Add selected items to library	Control+Shift+B
Switch between design view and code editors	Control+Tab
Open and close the Property inspector	Control+Shift+J
Check spelling	Shift+F7

### FORMATTING TEXT

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

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

### FINDING AND REPLACING TEXT

Action	Shortcut
Find	Control+F
Find Next/Find Again	F3
Replace	Control+H

### WORKING IN TABLES

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

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

### WORKING WITH TEMPLATES

Action	Shortcut
Create new editable region	Control+Alt+V

**WORKING IN FRAMES**

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

**WORKING WITH LAYERS**

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

**WORKING WITH TIMELINES**

Action	Shortcut
Add object to timeline	Control+Alt+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	Control-double-click image

**GETTING HELP**

Action	Shortcut
Using Help Topics	F1
Reference	Shift+F1
Support Center	Control+F1

**MANAGING HYPERLINKS**

Action	Shortcut
Create hyperlink (select text)	Control+L
Remove hyperlink	Control+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	Control-double-click link
Check links selected	Shift+F8
Check links in the entire site	Control+F8

**TARGETING AND PREVIEWING IN BROWSERS**

Action	Shortcut
Preview in primary browser	F12
Preview in secondary browser	Control+F12

**DEBUGGING IN BROWSERS**

Action	Shortcut
Debug in primary browser	Alt+F12
Debug in secondary browser	Control+Alt+F12

**SITE MANAGEMENT AND FTP**

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

**HISTORY PANEL**

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

**SITE MAP**

Action	Shortcut
View site files	F8
Refresh Local pane	Shift+F5
Make root	Control+Shift+R
Link to existing file	Control+Shift+K
Change link	Control+L
Remove link	Delete
Show/Hide link	Control+Shift+Y
Show page titles	Control+Shift+T
Rename file	F2
Zoom in site map	Control+ + (plus)
Zoom out site map	Control+ - (hyphen)

**PLAYING PLUGINS**

Action	Shortcut
Play plugin	Control+Alt+P
Stop plugin	Control+Alt+X
Play all plugins	Control+Shift+Alt+P
Stop all plugins	Control+Shift+Alt+X

**INSERTING OBJECTS**

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

**OPENING AND CLOSING PANELS**

Action	Shortcut
Objects	Control+F2
Properties	Control+F3
Site Files	F5
Site Map	Control+F5
Assets	F11
CSS Styles	Shift+F11
HTML Styles	Control+F11
Behaviors	Shift+F3
History	Shift+F10
Timelines	Shift+F9
Code inspector	F10
Frames	Shift+F2
Layers	F2
Reference	Control+Shift+F1
Show/Hide Floating panels	F4
Minimize all windows	Shift+F4
Restore all windows	Alt+Shift+F4