SHORTCUT CHEAT SHEET





MAC & PC FRIENDLY CONTROL & ALT ARE FOR PC'S, COMMAND AND OPTION ARE FOR MAC'S

TEXT

ACTION	SHORTCUT
NONE	COMMAND + 0
HEADING 1	COMMAND + 1
HEADING 2	COMMAND + 2
HEADING 3	COMMAND + 3
HEADING 4	COMMAND + 4
HEADING 5	COMMAND + 5
HEADING 6	COMMAND + 6
PARAGRAPGH	SHIFT + 96 + P
LEFT	OPT/SHIFT + 36 + L
CENTRE	OPT/SHIFT + 96 + C
RIGHT	OPT/SHIFT + 96 + R
JUSTIFY	OPT/SHIFT + 86 + 3
TEXT INDENT	OPT/COMMAND +]
TEXT OUTDENT	OPT/COMMAND + [

TABLES

ACTION	SHORTCUT
INSERT ROW	COMMAND + M
INSERT COLUMN	SHIFT/COMMAND + A
DELETE ROW	SHIFT/COMMAND + M
DELETE COLUMN	SHIFT/CONTROL + -
MERGE CELLS	OPT/COMMAND + M
SPLIT CELL	OPT/COMMAND + S
↑ COLUMN SPAN	SHIFT/COMMAND +]
◆ COLUMN SPAN	SHIFT/COMMAND + [

IMAGES

ACTION	SHORTCUT
REPLACE IMAGE	DOUBLE CLICK IMAGE
EDIT IMAGE IN EXTERNAL EDITOR	96 + DOUBLE CLICK

LINKS

ACTION	SHORTCUT	
MAKE A LINK	COMMAND + L	
REMOVE LINK	SHIFT/COMMAND + L	



EDIT

ACTION	SHORTCUT
NEXT WORD	36 + RIGHT ARROW
PREVIOUS WORD	36 + LEFT ARROW
PREVIOUS PARAGRAPGH	96 + UP ARROW
NEXT PARAGRAPGH	96 + DOWN ARROW
SELECT UNTIL NEXT WORD	SHIFT + 96 + RT ARROW
FROM PREV WORD	SHIFT + 96 + LT ARROW
FROM PREVIOUS PARAGRAPGH	SHIFT + 96 + UP ARROW
SELECT UNTIL NEXT PARAGRAPGH	SHIFT + 96 + DW ARROW
EDIT TAG	SHIFT + F5
EXIT PARAGRAPGH	96 + RETURN

VIEW

ACTION	SHORTCUT
SWITCH BETWEEN VIEWS	CONTROL + * (- KEY)
SWITCH ALL WINDOWS	36 + CODE OR DESIGN
DOCUMENTS	36 + LEFT ARROW
SELECT PARENT FRAMESET	36 + * (- KEY)
REFRESH DESIGN VIEW	F5
LIVE VIEW	OPT + F11

FRAMES

ACTION	SHORTCUT
SELECT A FRAME	SHIFT/OPT + CLICK IN
SELECT NEXT FRAME	96 + RIGHT ARROW
SELECT PREV FRAME	36 + LEFT ARROW
SELECT PARENT FRAMESET	96 + UP ARROW
SELECT FIRST CHILD FRAME	96 + DOWN ARROW

PANELS

ACTION	SHORICUI
SHOW/HIDE	F4
BEHAVIORS	SHIFT +F4
FILES	36 + SHIFT + F
FRAMES	SHIFT + F2
PROPERTIES	36 + F3
TAG INSPECTOR	OPT/SHIFT + F9
REFERENCE	SHIFT + F1
CODE INSPECTOR	OPT + F10
COMPONENTS	36 + F7
DATABASES	36 + SHIFT + F10

Dreamweaver Cheat Sheet

Brendan G. Carr

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