

# Dreamweaver 4, Menu by Menu

*Dreamweaver 4: The Missing Manual* is quite complete; in its pages, you'll find descriptions of every major Dreamweaver function (and most minor ones). In the interests of completeness, however, here's a quick reference to every command in every menu—and the answer to the occasional “what does that mean?” mystery.

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**Note:** The chapter and page-number references in this appendix refer to the printed edition of *Dreamweaver 4: The Missing Manual*.

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## File Menu

The commands in the File menu control the open Dreamweaver document as a whole. They also include basic file functions like saving and quitting.

- **New.** Creates a blank, untitled Dreamweaver document (Web page).
- **New From Template.** Creates a new Dreamweaver document based on the formatting and canned elements of a pre-existing *template* document (see Chapter 17). The Select Template dialog box appears and prompts you to choose the template you want to apply. The “Update Page when Template Changes” checkbox makes the document self-updating to reflect any changes you or your coworkers later make to the underlying template.
- **Open.** Opens the standard Open File dialog box so you can choose an existing Dreamweaver document to open. You can set the Show pop-up menu to show only specific types of documents—only HTML or style sheets, for example. The Preview button displays a thumbnail image of the document, if one is available.

- **Open in Frame.** Opens an existing HTML page within one frame of a frameset. To make this command available, you must first click inside a frame to select it—not just in the Frameset document. The Select HTML file dialog box opens and lets you navigate to the file you wish to insert into the Frame. You can also choose to make the file’s URL relative to the document or the root folder, as described in Chapter 4.
- **Close.** Closes the open Dreamweaver document. If you have unsaved changes, Dreamweaver gives you the opportunity to save them.
- **Save (Save Frameset/Save Frame).** Saves any changes you’ve made to your document. The Save command is dimmed if you haven’t made any changes to the document since the last time you saved it.

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**Note:** If you are working on a frames-based document, this command may say Save Frameset or Save Frame, depending on what’s selected.

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- **Save As (Save Frameset As/Save Frame As).** Saves a copy of the current document under a new name, closing the original version and leaving the new version onscreen. Here again, if you’re working on a frames-based document, this command says either Save Frameset As or Save Frame As, depending on what’s selected.
- **Save as Template.** Saves the current document as a template file with the suffix *.dwt*. The Save as Template dialog box appears, so that you can specify the template’s file name and indicate which site it belongs to. Dreamweaver automatically saves all template documents in a Templates folder in the selected site’s folder.
- **Save all Frames.** Saves changes to all the HTML files associated with a frameset.
- **Revert.** Undoes any changes you’ve made to the document since the last time you saved it.
- **Import.** Allows you to import data from other sources into your Dreamweaver document, such as XML data into a Template document, HTML generated by Microsoft Word, or tabular data from a spreadsheet program like Microsoft Excel. (Use the submenu to specify which.)
- **Export.** Extracts tabular data, Cascading Style Sheet styles, or tagged XML data from your Dreamweaver document, for use in other applications.
- **Convert.** Cascading Style Sheets work only in 4.0 browsers and higher. This handy command, fortunately, can automatically convert unsupported page elements into 3.0-compatible formats. You can opt to turn CSS layers into a table and to replace CSS styles with HTML markup.
- **Preview in Browser.** Opens the current document in your Web browser. (You have to save your framesets before you can preview them.) By selecting Edit

Browser List, you can add new browsers to, or delete browsers from, your browser list, or specify a preferred browser.

- **Debug in Browser.** This command checks a document's JavaScript code for syntax errors and then runs it in your Web browser, where you can test it for logical errors. If you find errors, you can use the JavaScript Debugger window to isolate the problem. The Edit Browser List command lets you add or delete browsers to your list. (On the Macintosh, the debugger works only with Netscape Navigator.)
- **Check Links.** Checks the current document for hyperlink problems like broken links, external links, and orphaned pages. Results appear in the Line Checker window, where you can immediately correct any linking problems.

In order for this feature to work, you must first define a local site and save the page you wish to check somewhere inside that folder. (You can check links across the entire site by choosing Site→Check Links Sitewide.)

- **Check Target Browsers.** Checks the document's HTML against previous Web browser versions (Internet Explorer 2.0—5.0 and Navigator 2.0—4.0) for errors like unsupported tags. For each selected browser, Dreamweaver produces a report listing any possible problems, describes the error, and provides the line of HTML code in which the offending tag appears.
- **Design Notes.** Opens the Design Notes window (Chapter 16), where you can add additional information about the document, set the status, and choose to have the design note appear whenever the document is opened. (Note: to use design notes on your site, you must make sure the Maintain Design Notes option is selected in the Design notes section of the Site Definition window.)
- **[Recent documents.]** Dreamweaver remembers the last several documents you worked on and lists them here, for your re-opening convenience.
- **Quit.** Exits Dreamweaver. If any of your open Dreamweaver documents have unsaved changes, the program prompts you to save them before quitting.

## Edit Menu

The Edit menu applies common document changes like copying and pasting.

- **Undo.** Undoes the most recent change made to your document. You can choose this command repeatedly to move progressively backwards through your changes.
- **Redo.** Restores whatever changes you just made by using the Undo command. Selecting Redo multiple times moves you progressively forward through changes you've undone.
- **Cut.** Deletes the selected text or objects from the document and copies them to the invisible Macintosh or Windows Clipboard so they can be pasted elsewhere. (The Clipboard holds only one selection at a time.)

- **Copy.** Copies the selected text or object to the Clipboard so it can be pasted elsewhere—without disturbing the original.
- **Paste.** Places the most recent selection from the Clipboard into your document at the insertion point.
- **Clear.** Deletes the selected text or objects from the document without placing it on the Clipboard.
- **Copy HTML.** Copies a selection from Dreamweaver's Design view (Chapter 1), with its source code intact. You can then paste the selection into another program, complete with all HTML tags.

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**Tip:** If you're simply copying and pasting between Dreamweaver documents, use the regular Copy command; Dreamweaver automatically preserves all source code.

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- **Paste HTML.** Inserts source code copied from another application (or Dreamweaver document) into your document's Design view, preserving the selection's HTML tags. (Here again, if you're simply pasting a selection you copied from the Design view of another Dreamweaver document, use the regular Paste command instead.)
- **Select All.** Selects everything in the document so you can make document-wide changes in one fell swoop.
- **Select Parent Tag.** Increases the current selection to include everything within the *parent tag*, including its content. For example, if you had a table cell selected, this command would increase the selection to the entire table *row*. Choosing the command a second time would increase the selection to include the entire table. In short, this command ensures that any changes you make apply to the entire tag.
- **Select Child.** Decreases the current selection to include everything within the child tag, including its contents. If you selected a table row, choosing this command would decrease that selection to only include the table *cell* and its contents.
- **Find and Replace.** Opens the Find and Replace window, which you can use to search the document—or entire site—for a specific word, tag, or source code and replace it with something different (Chapter 18). This command lets you make such changes either en masse or one instance at a time..
- **Find Again.** Uses the most recent search settings from the Find and Replace window to search the current document, highlighting the next instance of the requested search item.
- **Indent Code.** Adds one indent before the selected line of code. (Available only in the Code View.)
- **Outdent Code.** Removes one indent from the selected line of code. (Available only in the Code View.)

- **Balance Braces.** When you're editing a script in Code view, this command helps you check for unbalanced braces (that is, an introductory < without a closing >) by highlighting the matching tags enclosing the selected code.
- **Set Breakpoint.** Marks a spot in your JavaScript code where you want the program's execution to stop. Breakpoints are represented with small red dots to the left of the selected code. You can insert them only between script tags, or on a line that contains an event handler. Use this feature in combination with the File→Debug in Browser command.
- **Remove all Breakpoints.** Removes all inserted breakpoints from the document. Use this feature, too, with the File→Debug in Browser command.
- **Edit with External Editor.** If you haven't already specified an external HTML code editor to use when editing large amounts of source code, such as BBEdit or Notepad, this command opens the Preferences window so that you can find and select one on your hard drive. Once you've specified an editor, this command opens the current document in that editor.
- **Preferences.** Opens the Preference window, which is full of options that customize the way Dreamweaver works. There are 16 categories of preferences, including the color and format of different HTML tags, shorthand for CSS styles, and the order in which panels appear on the screen. (Much more detail in Chapter 19.)
- **Keyboard Shortcuts.** Opens the Keyboard Shortcuts window and shows you all of the current keyboard shortcuts for Dreamweaver. You can create a new set of shortcuts for specific sites or programs, or export the settings to HTML to share with others. (You must duplicate the factory settings before you can add or delete your own shortcuts.) Details in Chapter 19.

## View Menu

The View menu controls the appearance of the document window. A checkmark in the menu lets you know which view you're in.

- **Code.** Displays the file's source code.
- **Design.** Displays the file's visual design.
- **Code and Design.** Splits the document window into two panes: source code on top, visual design on the bottom. You can adjust how much of each pane is visible by dragging the center divider up or downward.
- **Switch Views.** Switches between the Code and Design views.
- **Refresh Design View.** Updates the Design view to reflect changes you've made directly to the source code in either Code view or split (Code and Design) view.
- **Design View on Top.** Switches the orientation of the split-pane view by placing the Design view on top of the Code view.

- **Head Content.** Opens a new menu bar in the main document window that contains shortcuts to accessing the file's Head contents. You can use these menu items to highlight your document's Title tags, Meta tags, and scripts, and then edit their content in the Properties Inspector.
- **Table View.** Lets you switch between the standard table view and the layout table view (Chapter 6). When in the layout table view, you can also choose to have your tables display helpful tabs (by choosing the Show Layout Table Tabs subcommand) which make it easy to adjust the table's dimensions, make columns autostretch, or add spacer images.
- **Visual Aids.** Lets you summon onscreen symbols that represent typically invisible page elements like image maps, anchors, and borders.
- **Code View Options.** Lets you adjust the appearance of your HTML code in Code view. You can turn on (or off) options that wrap lines of text to fit in the document window, add line numbers, highlight invalid HTML, turn on syntax coloring, or indent lines of code.
- **Rulers.** When you choose Show, Dreamweaver displays rulers along the top and left sides of document window. Using the options you find here, you can choose your ruler units: pixels, inches, or centimeters. You can also reset the orientation of the two rules so that both start from zero in the upper-left corner of the screen.
- **Grid.** Places a grid of vertical and horizontal lines over the document window to use as a guide when drawing your layouts. Selecting Edit Grid opens the Grid Setting dialog box, where you can adjust your grid's colors, spacing, behaviors, and line appearance.
- **Tracing Image.** Adjusts the document's background tracing image. You can load a new tracing image, make a current one visible, or adjust its position.
- **Plugins.** Lets you "play" browser plugins within the document window to test embedded media. You can choose to play a document's plugins one at a time, or all at once, to simulate how the page will look to your viewers.
- **Hide Panels (Show Panels).** Hides all open panels. If panels are already hidden, the command says Show Panels instead and restores the panels to their original positions.
- **Toolbar.** Displays the Toolbar menu at the top of the document window. This menu offers common commands like the document's View settings, page title, file management options, code navigation options, and browser preview.

## Insert Menu

The Insert menu adds selected page elements to the document at the insertion point's position. The commands listed here correspond to the buttons on the Objects panel.

- **Image.** Inserts an image file, such as a JPEG or GIF, into the document. The Select Image Source window appears and lets you navigate to the file you want on your hard drive. You can choose to make the URL for the file relative to either the document or the Site Root.
- **Interactive Images.** Lets you create and insert images that interact with your visitor. These include Rollovers, Navigation Bars, Flash buttons, and Flash Text. For each type of interactive image, a different dialog box appears, allowing you to set up the appearance and interactive specifications for the images.

If you created an interactive image from Macromedia Fireworks, you can also choose to insert the HTML exported by Fireworks into your Dreamweaver document.
- **Media.** Inserts other types of media files, including Flash, Shockwave, Generator Applets, Plug-ins, and Active X. In most cases, the standard Select File window appears, which you can use to navigate to the desired file.
- **Table.** Inserts a new table into the document. The Insert Table dialog box appears and lets you format the table by specifying the number of rows and columns, the table width, and measurements for cell padding, cell spacing and the table border.
- **Layer.** Creates a new, blank layer at the insertion point. By default the new layer is assigned the next highest Z-index number, placing it on top of all other layers on the page.
- **Frames.** Divides the current page into frames and creates a new frameset document. You can choose from a variety of frame orientations, including designs with single and triple framesets.
- **Form.** Adds the Form tag to the document. This tag serves as a container in which all of the form's objects reside.
- **Form Objects.** Inserts Form Objects—text fields, buttons, checkboxes, or lists—into the document. (If you have not already inserted the Form tag, Dreamweaver prompts you to do so.)
- **Server-Side Include.** Adds a *Server-Side Include*, a reference to an external file that will be merged by a Web server with the requested HTML document. This command opens the Select File window so you can select the appropriate external file.
- **Email Link.** Creates a new email link at the insertion point. The Insert Email Link dialog box appears; specify both the email address and the link's text (such as "Click to email me").
- **Date.** Inserts the current date into the document. The Insert Date dialog box lets you format the appearance of the day of the week, the date, and the time. You can also elect to have the date automatically updated each time the document is saved.

- **Tabular Data.** Inserts data from an external database program (or Excel) into an HTML table. The Insert Tabular Data dialog box lets you select the data file, specify how the data is delimited (whether with tabs, commas, semicolons, etc.), and the format of the resulting HTML table.
- **Horizontal Rule.** Inserts a horizontal line into the document. You can specify its width, height, and alignment in the Properties window.
- **Invisible Tags.** Lets you insert invisible elements—anchors, comments, or scripts—into the document.
- **Special Characters.** Offers a menu of characters, such as the copyright, trademark, and Yen symbols. HTML itself doesn't recognize these symbols, which is why you need a bit of special code (which this command inserts) to make the appear correctly on your Web page.
- **Get More Objects.** Opens the Macromedia Exchange for Dreamweaver Web site in your browser. There you can search for, and download, new extensions and objects to add new features to your copy of Dreamweaver. Use the Commands→ Manage Extensions command to add downloaded extensions to Dreamweaver.

## Modify Menu

You can use the commands in the Modify menu to adjust the properties of common document objects: links, tables, and layers, for example.

- **Page Properties.** Opens the Page Properties window, where you can specify document-wide attributes such as the page title, background and link colors, page margins, and background image, or select a *tracing image* to use as a reference for designing the page.
- **Selection Properties.** When this item is selected (as indicated by a check mark in the menu), the Properties Inspector palette is on the screen; you use it to edit the current settings for selected page elements. The list of options displayed in the Properties window change according to what type of page element is selected.
- **Quick Tag Editor.** Lets you edit an HTML tag without leaving the Design view. If nothing on the page is selected, the QuickTag editor prompts you to enter a new HTML tag at the insertion point (by choosing from the alphabetical menu). But if text or an object is already selected when the QuickTag Editor is opened, the window displays the selection's HTML tags for editing.
- **Make Link.** Turns a highlighted page element (graphic or text) into a link. The standard Select File dialog box appears; choose the document you want to open when someone clicks the link.
- **Remove Link.** This command is available only when a link is selected or the insertion point is inside of a link. It deletes hyperlinks by removing the `<a href>` tag from the selected text or image.

- **Open Linked Page.** Opens the linked page in a new document window. This command is available only when a link is selected or the insertion point is inside of a link.
- **Link Target.** Sets a link's target and defines whether the linked page will appear in the same browser window or a new one. You can choose from blank, parent, self, or top targets, or manually define the target in the Set Target dialog box. This command is only available when a link is selected or the insertion point is inside of a link. (See Chapter 4 for details on links.)
- **Table.** Opens a list of options for modifying a selected table. You can adjust the number of rows and columns, add row or column spans, or completely clear cells' defined heights and widths (Chapter 6).
- **Frameset.** Offers options for splitting the current page into *frames* (Chapter 7). Or choose the Edit No Frames Content command to create alternative Web-page material that can be read by older browsers that don't support frames.
- **Navigation Bar.** If you inserted an interactive navigation bar from the Insert menu, you can use this command to edit its settings or add new navigation elements.
- **Arrange.** Lets you change the Z-index (the front-to-back order) of overlapping CSS layers. You can choose to send a layer to in front of other layers, send it to the back, and so on. You can also tell Dreamweaver to prevent overlapping layers altogether.
- **Align.** When you've selected two or more layers at once (by Shift-clicking them, for example), this command allows you to align them either by their left/right sides, tops, or bottoms. You can also choose to make all of the selected layers the same width and/or height.
- **Convert.** Because some older Web browsers don't support CSS layers, you can choose to convert a layer-based layout into a single, large table. (Note that you cannot convert *overlapping* layers to a table.) You can also reverse the process by breaking up an HTML table into separate CSS layers. In this case, every table cell becomes a unique layer.
- **Library.** Lets you add selected document objects to the site's Library file (Chapter 17). You can also update the current document, or multiple documents, to reflect any changes you've made to a Library object.
- **Templates.** These commands affect *template* documents (Chapter 17). Using these commands, you can apply a pre-existing template to the current page, separate the page from its template, or update the page to reflect changes made to its template. If the open document is a template file, you can use this menu to create or delete editable regions and update all site files based on that template.
- **Timeline.** Opens the Timelines panel, in which you can setup and refine animations within Dreamweaver (Chapter 12). The submenu provides options for adding or deleting timelines, frames, objects, or behaviors.

## Text Menu

As you could guess, the commands in the Text menu format and modify the document's text.

- **Indent.** Adds one level of indentation to everything within the current block-level element (paragraph, headline, bulleted list).
- **Outdent.** Removes one level of indentation from everything within the current block-level element.
- **Paragraph Format.** Applies a paragraph format, such as Heading 1, Heading 2, or preformatted text, to all of the text in the current block-level element. You can also choose None from the submenu to remove the paragraph formatting.
- **Align.** Aligns text in the selected paragraph to the left margin, center, or right margin of the document. If the paragraph is inside a table cell or layer, Dreamweaver aligns it with the left, center, or right of that cell or layer.
- **List.** Turns the selected paragraph into an ordered, unordered, or definition *list*. You can edit the list's format by selecting the Properties option from the submenu.
- **Font.** Lets you choose from a list of common font combinations for application to the selected text. When displaying text, your visitor's browser will move down the list of assigned paragraph fonts until it finds one installed on its system (Chapter 3). You can create your own combination of paragraph fonts by choosing Edit Font List from the submenu.
- **Style.** Applies pre-defined text styles, such as Bold, Italic, or Strikethrough, to the selected text.
- **HTML Styles.** Lets you create canned groups of HTML font tags that you can use repeatedly in your document to save time when formatting text (Chapter 3). The New Style submenu command opens the Define HTML Style dialog box, where you create a unique combination of style tags. New styles are saved in the HTML Styles submenu.
- **CSS Styles.** Lets you create new CSS (Cascading Style Sheet) styles and apply them to selected text (Chapter 8). You can also choose to attach an existing style sheet to the current document, or export the document's own style sheet for use in other sites.
- **Size.** Applies a new size to the selected text. Sizes range from 1 (the smallest) to 7 (the largest); as described in Chapter 3, HTML sizes are relative, and change depending on your visitors' browser preferences.
- **Size Change.** Increases or decreases the selected text's size relative to the document's basefont size (which is set to 3 by default).

- **Color.** Opens the standard Mac or Windows color picker dialog box, so that you can choose a color to apply to the selected text. *Macintosh:* You can choose from a variety of color palettes, including CMYK, RGB, HTML (Web safe), HSV, and HLS. *Windows:* In general, the Property Inspector's Color box is a better way to assign Web colors to text.
- **Check Spelling.** Checks the current document for possible spelling errors (page 52).

## Commands Menu

You can use Commands menu to apply advanced features to your Dreamweaver document. Some menu items, such as the Record commands, eliminate repetitive tasks; others, such as the Clean Up HTML command, fix common problems in a single sweep.

- **Start/Stop Recording.** Records a series of actions that can then be reapplied to other parts of the document (Chapter 18). When you select the Start Recording command, Dreamweaver records each of your actions until you choose Stop Recording. Note that Dreamweaver only retains one recorded command at a time.
- **Play Recorded Command.** Reapplies the most recently recorded command.
- **Edit Command List.** Opens a list of all saved commands. You can rename the commands or delete them permanently.
- **Get More Commands.** Opens the Macromedia Exchange for Dreamweaver Web site in a new browser window, so that you can search for, and download, new extensions or commands. Extensions are downloaded to your Extension Manager. (See Chapter 19.)
- **Manage Extensions.** Opens the Extension Manager, a program that lets you manage extensions you download from the Macromedia Exchange Web site (Chapter 19). The Extension Manager helps you install, delete, and selectively disable extensions.
- **Apply Source Formatting.** Changes you make to Dreamweaver's HTML source formatting (which is defined in the Preferences window and the SourceFormat.txt file) apply only to newly created documents. This command, on the other hand, offers a way to apply these formatting preferences to existing HTML documents.
- **Clean Up HTML.** Opens a list of options for correcting common HTML problems, such as empty tags or redundant nested tags. Once you've selected what you'd like to fix, Dreamweaver applies those changes to the current document and, if requested, provides a log of the number and type of changes made. (See Chapter 15.)
- **Clean Up Word HTML.** If you import HTML that was generated by Microsoft Word, you often end up with unnecessary or cluttered HTML tags that can affect your site's performance. This command opens a list of options that can correct

formatting problems common in Microsoft Word's HTML. Dreamweaver applies your selected changes to the document and, if requested, displays a log of the number and type of changes made.

- **Add/Remove Netscape Resize Fix.** This command lets you insert JavaScript code into your document that counteracts a bug in some versions of Netscape Navigator (it causes pages that use layers to display incorrectly when the browser window is resized). The inserted code makes the page reload every time a browser window is resized.
- **Optimize Image in Fireworks.** Opens the selected image in Macromedia Fireworks' Optimization window, where you can experiment with different compression settings to find the best balance between file size and image quality. If you used Fireworks to create the image in the first place, you can choose to use the original Fireworks PNG file or the selected image (GIF or JPEG file) as the source image. Dreamweaver then replaces the selected image with the newly optimized image.
- **Create Web Photo Album.** Lets you turn a folder of images into a Web-based photo album. The Create Web Photo Album window appears; specify a title for your album, the source folder, and so on (see Chapter 18).

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**Note:** This command requires Macromedia's Fireworks image-editing program, which creates thumbnail and full-sized versions of each image. Dreamweaver then creates a Web site with one page displaying all of the thumbnail images. The thumbnails are linked to individual HTML pages containing the full-sized images.

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- **Set Color Scheme.** Opens a list of preset Web-safe color combinations for a document's background, text, and links. Using the Preview window, you can experiment with different color sets until you find one you like, and then apply it to your document automatically.
- **Format Table.** Opens a list of preset formatting options for your HTML table, including color schemes, text alignment and style, and border measurements. (Unavailable when a table is in Layout mode.)
- **Sort Table.** Sorts the information in a selected table. You can choose to sort alphabetically or numerically, in ascending or descending order. This command cannot be applied to tables that include *rowspans* or *colspans*.

## Site Menu

As its name suggests, the commands in this menu apply to your entire Web site, rather than to a one document at a time. These commands can help keep your Web site organized and promote collaboration between large workgroups.

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**Note:** The Windows version of Dreamweaver offers menus in two different locations. In addition to the standard menu bar at the top of each document window, described so far in this appendix, you'll find a second menu bar at the top of the Site window. Its commands are described at the end of this Appendix.

For now, simply note that some of the commands listed below are noted as Macintosh-only or Windows-only. It's because the commands' locations differ in the two versions of the program.

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- **Site Files (Windows only).** The Site window offers two different views: *Files View* and *Sitemap View* (see pages 376-382). This command pertains to Site Files view, and its submenu lets you add new files or folders to the file list, refresh local and remote lists, select the most current version of a file, or adjust the File View settings.
- **Site Map (Windows only).** These commands, on the other hand, apply exclusively to *Sitemap View* (page 380). You can create new links, manage existing links, define a new home page, display hidden and dependent files, or adjust the sitemap's layout.
- **New Site.** Defines a new Web site. The Site Definition dialog box appears and lets you specify the settings for your local site (Chapter 1), including a name for the new site, the folder in which all of your site documents will reside, and the final HTTP address. You can also choose to let Dreamweaver *cache* your site files to help keep track of changes, links, and assets. To the left of the window are additional options for your new site, including information about the Remote server, design notes, your site map's layout, and the preferred format for viewing file lists.
- **Open Site.** Lets you choose from a list of currently defined sites to open. If you don't see the site you want in this list, you can choose the Define Sites option to create a different site. When a new site is opened, the Site Information window changes to reflect the settings for the new site.
- **Define Sites.** Lets you define or edit an existing Web site on your local machine—a useful trick for importing Web sites that weren't originally created in Dreamweaver. You can also duplicate or remove defined sites. When you click Done, Dreamweaver scans the defined site and displays its file list in the Site window.
- **Connect (Macintosh only).** Connects you to the remote site on the Web. While you're connected, the menu option changes to say Disconnect.
- **Refresh (Macintosh only).** Manually updates the local and, if applicable, the remote folder lists to reflect changes to the site. This step is primarily necessary if you've disabled the option to refresh the file list from the Site Definition window automatically.
- **Site Files View (Macintosh only).** The Site window offers two different views: *Files View* and *Sitemap View* (see pages 376-382). This command pertains to Site Files view, and its submenu lets you add new files or folders to the file list, refresh

local and remote lists, select the most current version of a file, or adjust the File View settings.

- **Sitemap View (Macintosh only).** These commands, on the other hand, apply exclusively to *Sitemap View* (page 380). You can create new links, manage existing links, define a new home page, display hidden and dependent files, or adjust the sitemap's layout.

The next five menu commands let you transfer files between your computer (the *local* site) and a Web server (the *remote* site). These commands, in other words, don't work unless you've first defined a remote site in the Site Definition window. In addition, these operations work only files that you've *selected* in the Site window.

- **Get.** Copies files (those you've selected in the Site window) from the remote server to the local site folder for editing. Note that if the File Check In and Check Out feature is active, the downloaded files will not be editable.
- **Check Out.** Copies files (those you've selected in the Site window) from the remote server to your local site and marks them on the remote server as *checked out*. No one else will be able to make changes to the document until you upload it back onto the remote server.
- **Put.** Uploads files (those you've selected in the Site window) from the local site to the Remote site. The uploaded file will replace the previous version of the document.
- **Check In.** Uploads checked-out files from the local site to the Remote site and makes them available to be edited by others. Once a file is checked in, the version on your local site becomes Read-only (openable, but not editable).
- **Undo Check Out.** Removes the checked-out status of selected files. The file is not uploaded back to the remote server, so any changes you made to the file will not be transmitted to the Web server. Your local copy of the file becomes Read-only.
- **Reports.** Opens the Reports window and lists options for generating new reports (Chapter 15). Reports can monitor workflow (such as design notes and checkout status) and common HTML problems (such as Missing Alt text, empty tags, untitled documents, and redundant nested tags). You can generate a report on just the open document, multiple documents, or the entire site.
- **Check Links Sitewide.** Analyzes the current site for broken links, external links, and orphaned pages. Dreamweaver then generates a report listing all of the found problems. You can fix problematic links directly in the Report window—or click on the file name to open the errant file in a new document window with the link highlighted and ready to repair.
- **Open (Macintosh only).** Opens whatever files you've selected in the Site window. Each file appears in a separate document window.

- **Rename (Macintosh only).** Highlights the selected document's file name. As you type in a new name, Dreamweaver replaces the old one.
- **Unlock.** If any of the files selected in the Site window are locked, Dreamweaver unlocks them, making them editable in Dreamweaver.
- **Locate in Local Site.** When working on a document, selecting this option opens the Site window and highlights that document's file in the site's Local folder.
- **Locate in Remote Site.** When working on a document, selecting this option opens the Site window and highlights that document's file in the site's Remote folder.

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**Note:** See Chapter 16 for the full scoop on remote sites, local sites, and checking files in and out.

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- **Change Link Sitewide (Macintosh only).** In one step, replaces a broken link that appears multiple times throughout your site. In the Change Link dialog box, you first specify the incorrect link; below it, enter the link with which you'd like to replace it. Dreamweaver searches your site, replacing every instance of the old link.
- **Synchronize (Macintosh only).** Transfers the latest versions of your site files between the local and remote servers to make sure each contains an identical and up-to-date file list.
- **Recreate Site Cache (Macintosh only).** Forces Dreamweaver to rescan the site's files and update its cache file to reflect any changes to the files or links in the site.
- **FTP Log (Macintosh only).** Opens the *FTP log*, which contains a record of all FTP file transfer activity. You can use this log to troubleshoot FTP transfer errors.

## Window Menu

This menu controls which panels and windows are visible or hidden at the moment. (A check mark in the menu denotes open panels.)

- **Objects.** Opens the Objects panel, from which you can insert various types of objects (such as images, layers, or forms) into your document. The Object panel also contains options for switching between Layout and Standard table views.
- **Properties.** Opens the Property Inspector, where you can edit the relevant properties for a selected object. The options in the Property Inspector depend on which page element is selected.
- **Launcher.** Displays the Launcher Bar, from which you can easily open and close commonly used windows and panels (the History panel or Code Inspector, for example).

- **Site Files.** Opens the Site window. From this window, you can open any file and transfer files between your computer and the remote server.
- **Site Map.** Opens the Site Map option in the Site window. If you have not already defined a homepage for your site, Dreamweaver prompts you to do so. The Site Map offers a graphic representation of your site's layout, to help you organize pages and maintain links.
- **Assets.** Opens the Assets panel, which conveniently groups and lists all of the assets (such as colors, links, scripts, or graphics) you've used in your site.
- **Behaviors.** Opens the Behaviors panel, which lets you associate *behaviors* (such as swapping images in a Rollover or checking for needed plugins) to selected page elements. (See Chapter 11.)
- **Code Inspector.** Opens the Code Inspector window, which displays the HTML code for the current document.
- **CSS Styles.** Opens the CSS (Cascading Style Sheet) Styles panel, from which you can define custom CSS styles or apply existing ones to selected text.
- **Frames.** Opens the Frames panel (Chapter 7), a visual representation of the frames within a document. You can select a particular frame in a frameset by clicking on its name in the Frames panel, and then edit its properties in the Property Inspector.
- **History.** Opens the History Panel, a list of the most recent changes made to the current document. You can use the slider along the left side of the History panel to quickly move back and forth through your steps, as though it's a multiple Undo command (page 54).
- **HTML Styles.** Opens the HTML Styles panel. You can save HTML text and paragraph formatting here and reapply them to other selections in your document. HTML Styles offer an alternative to using CSS Styles, which don't work in older Web browsers.
- **Layers.** Opens the Layers panel, which lists (by name and position) all of the layers found in the current document. You can use this panel to reorganize layers, select multiple layers simultaneously, make specific layers invisible, or prevent layers from overlapping.
- **Library.** Opens a list of the site's Library items, a subsection of the Assets panel. Here you can select Library items, make changes, and have those changes automatically updated wherever an instance of that Library item appears in the site.
- **Reference.** Opens the Reference panel, a searchable guide to HTML tags, Cascading Style Sheets, and JavaScript commands. The guides are culled from the popular O'Reilly reference books and include an explanation of what specific tags do, when they can be used, what additional components are required, as well as tips for getting the most out of them.


- **Templates.** Opens a list of the site's Templates, a subsection of the Assets panel. From the panel, you can open a Template file, make changes, and apply those changes to any files based on that template document.
- **Timelines.** Opens the Timelines panel, which you can use to setup and refine layer or image animations within Dreamweaver.
- **Arrange Panels.** Returns all open panels or windows to their default positions on the desktop.
- **Hide Panels.** Closes all currently open panels. Choosing Show Panels reopens only those panels that were displayed before you selected Hide Panels.
- **Minimize All, Restore All (Windows only).** Minimizes or restores all open Dreamweaver windows, including documents, panels, and the Site window.

## Help Menu

The Help menu offers useful links and references for more information about using, troubleshooting, and extending Dreamweaver.

- **About Balloon Help (Macintosh only).** Opens a window containing a quick description of how Balloon Help works.
- **Show Balloons (Macintosh only).** Turns on the Mac's Balloon Help feature. As you position the mouse over windows and some menu items, a small text-filled balloon appears to describe whatever you're pointing to, and sometimes to provide tips on how to use it. (This is a Macintosh feature, not a Dreamweaver feature, which explains why balloons don't appear for most Dreamweaver items.)
- **Welcome.** Opens a table of contents for Dreamweaver 4's interactive lessons, including an overview of new features, animated tours of the program, and a tutorial for building a simple Web site. (This window appears automatically the first time you launch the program.)
- **Using Dreamweaver.** Opens an HTML-based reference guide to using Dreamweaver. Topics are organized by tasks, such as "Setting Up a Document."
- **Reference.** Opens the Reference panel, a searchable guide to HTML tags, Cascading Style Sheets, or JavaScript, as described above.
- **What's New.** Opens a new window that offers a description of the new features in Dreamweaver 4. Some topics include animated demonstrations. You can move forwards or backwards through the presentation by clicking the arrows in the bottom right corner of the window.
- **Guided Tour.** Opens a new window containing guided tours for using Dreamweaver 4 to perform basic functions such as site planning, adding content, and publishing your site.

- **Lessons.** Summons interactive step-by-step instructions for performing tasks such as creating image maps, inserting tabular data, or adding Flash objects. You can experiment either on your own document or on a canned practice page.
- **Dreamweaver Exchange.** Opens the Macromedia Exchange for Dreamweaver Web site ([www.macromedia.com/exchange/dreamweaver](http://www.macromedia.com/exchange/dreamweaver)). Here you can search for, and download, new extensions (Chapter 19).
- **Manage Extensions.** Opens the Extension Manager, a program that lets you manage extensions you download from the Macromedia Exchange Web site (again, see Chapter 19).
- **Dreamweaver Support Center.** Opens Macromedia's online Dreamweaver Support Center Web page in your browser. This Web site offers technical support for known bugs or common questions, downloadable updates to the program, and a link to online forums.
- **Macromedia Online Forums.** Opens an index of available online forums from Macromedia's Web site (in your Web browser). You can use the forums to interact with other Macromedia customers, post questions, share techniques, or answer questions posted by others. Requires Internet access and a newsgroup reader.
- **Extending Dreamweaver.** Opens an HTML-based index of advanced techniques for customizing and extending Dreamweaver 4: adding new panels, adding menu commands, writing your own extensions, and so on.
- **Creating and Submitting Extensions.** Opens an HTML-based document that explains the procedure for creating and submitting your own extensions to the Macromedia Exchange Web site.
- **Register Dreamweaver.** If you didn't register your copy of Dreamweaver 4 (provide your personal information to Macromedia) when you first installed the software, you can use this option to register it at any time. You'll need the serial number that came with the software.

**About Dreamweaver (Windows only).** Opens an About Dreamweaver window, showing your software's version number. (On the Macintosh, this command is in the  menu.)

## **Site Window Menu (Windows)**

In the Windows version of Dreamweaver, the Site window (page 376) has a menu bar of its own. Some of the commands you'll find here duplicate the commands in the document window's menu bar, but some are unique to the Site Window.

### **File Menu**

The File menu commands control the Dreamweaver document as a whole, and include basic file functions such as saving and quitting.

- **New Window, New From Template.** These commands duplicate what's in the main File menu, described at the beginning of this document.
- **New File.** Adds a blank, untitled Dreamweaver file to the local site folder. The file's name is highlighted in the Site window, making it easy for you to type a new name for the new page.

The location of this new file depends on what's selected in the Site Window's local folder list. If a folder is selected, Dreamweaver puts the new file in that folder. If a file (HTML document, for instance) is selected, then the new file is added in the same folder as the selected file.

- **New Folder.** Adds a new, empty folder to the local site. The folder's name—initially “untitled”—is highlighted so you can type a new name. The new folder's location depends on what you've selected in the Site window, as described in the previous paragraph.
- **Open, Close.** These commands duplicate what's in the main File menu, described at the beginning of this document.
- **Open Selection.** Opens whatever files are selected in the Site window, each in a separate document window.
- **Save Site Map.** Saves a copy of the current site's Site Map as a PNG or BMP graphic file, suitable for emailing to a collaborator or client. (Available only if the Site window is in Site Map view.)
- **Rename.** Highlights the selected document's file name. As you type in a new name, Dreamweaver replaces the old one.
- **Delete.** Deletes all files selected in the local folder list of the Site Window (after first asking for confirmation).
- **Turn off Read Only.** If Dreamweaver has designated any of the selected files in the Site window as Read Only—in other words, they can't be edited—Dreamweaver unlocks them, making them editable.
- **Preview in Browser, Check Links, Check Target Browsers, Design Notes.** Duplicates the same commands in the main File menu, described at the beginning of this document.

## Edit Menu

The Edit menu lets you select and work with files in the Site Window.

- **Cut.** In Site Map view, you can use Cut to remove a link from a page you've selected. When you do so, Dreamweaver removes the link *to* that file, not the file itself is not removed. (In Site Files view, Cut has no effect except to temporarily remove the Dreamweaver icon from a selected file.)

- **Copy.** Duplicates the selected file in the Local folder—or, in Site Map view, a selected link.
- **Paste.** Pastes a duplicate of a file that you copied from the Site Window using the Copy command. In Site Map view, pastes a cut or copied link onto the selected page.
- **Select All.** Selects all files in the selected pane of the site window. If the focus is on the list of files in the Local Folder, for example, Dreamweaver highlights all files in that list.
- **Select Checked Out Files.** Selects all files that are currently checked out in the Site Window.
- **Select Newer Local.** Selects all files in the Local folder list of the Site window that are *newer* than those on the Remote site. (This works only if you have defined a Remote site and you're online. It can take fair amount of time to complete, if the site is large, or your Internet connection is slow.)
- **Select Newer Remote.** Selects all files in the Remote file list of the Site window that are newer than those on the local site on your computer (contrast with the previous item).
- **Invert Selection.** Selects all unselected files and *deselects* all selected files in the Site window.
- **Locate in Local Site.** When files are selected in the Remote site list, Dreamweaver highlights the corresponding files in the Local file list. (Once again, this works only if you have defined a Remote site and you're online.)
- **Locate in Remote Site.** When files are selected in the Local file list, Dreamweaver highlights the corresponding files in the Remote site list.
- **Find and Replace.** Opens the Find and Replace window, where you can search the document—or entire site—for a specific word, tag, or scrap of source code, and, if you like, replace it with something different. This command lets you make similar changes all at once, or lets you step through every instance to make changes selectively.
- **Preferences, Keyboard Shortcuts.** These commands duplicate what's in the main Edit menu, described earlier in this document.

## View Menu

The View menu controls the appearance of the list of files in the Site Window and the Site Map.

- **Refresh.** Updates the local and, if applicable, the remote directory lists to reflect changes to the site. This step is primarily necessary if you've disabled the option to automatically refresh the file list from the Site Definition window.

- **Refresh Local.** Updates the local folder list to reflect changes to the site. Again, this step is primarily useful if you've disabled the option to refresh the file list from the Site Definition window automatically.
- **Refresh Remote.** Updates the remote directory list of files to reflect changes on the Remote site. If Dreamweaver isn't already connected to the remote server, it logs on to the remote site and retrieves a new list of files.

The next six options control the display of the Site Map:

- **Show/Hide Link.** Hides a selected link on the Site Map—a useful trick for hiding unimportant links to make Site Map more manageable. If you've made a hidden link visible using the “Show Files Marked as Hidden” command described below, the Show Link command makes it permanently visible.
- **View as Root.** Makes the selected page in the Site Map appear as the *root*, or home, page at the top of the Site Map.
- **Show Files Marked as Hidden.** Temporarily makes all hidden files visible in the Site Map. Names of hidden files appear in italics when this option is selected. To make hidden files disappear, reselect this command.
- **Show Dependent Files.** Makes dependent files visible in the Site Map. (*Dependent files* are non-HTML files used by the site's Web pages—graphics, Flash movies, and CSS files, for example.)
- **Show Page Titles.** The Site Map view usually lists files by their names—for example, `index.html`. This command makes it instead display the titles of your Web pages (“All About Almonds”).
- **Show Layout.** Opens the Site Map layout preferences of the Define Site window. Lets you assign a page to act as the home page for the site and control the numbers or rows and columns used to display the map.
- **File View Columns.** Opens the File View Columns preferences of the Define Site window. Lets you adjust the columns that appear in File View.

## Site Menu

Just as with the Site menu in your document-window menu bar, this menu applies changes to your entire Web site. Many of the commands are duplicated; they're here in the Site window purely for your convenience.

- **New Site, Open Site, Define Site.** These commands are duplicates of the ones in the main Site menu (at the top of your document window).
- **Connect.** Connects you to the remote site on the Web. While you're connected, the menu option changes to say Disconnect.

The next set of menu commands let you transfer files between your computer (the *local* site) and a Web server (the *remote* site). These commands, in other words,

don't work unless you've first defined a remote site in the Site Definition window. In addition, these operations work only files that you've *selected* in the Site window.

- **Get, Check Out, Put, Check In, Undo Check Out, Reports, Check Links Sitewide.** These commands, too, duplicate what's in the Site menu as described earlier in this Appendix.
- **Change Link Sitewide.** In one step, replaces a broken link that appears multiple times throughout your site. In the Change Link dialog box, you first specify the incorrect link; below it, enter the link with which you'd like to replace it. Dreamweaver searches your site, replacing every instance of the old link.
- **Synchronize.** Transfers the latest versions of your site files between the local and remote servers to make sure each contains an identical and up-to-date file list.
- **Recreate Site Cache.** Forces Dreamweaver to rescan the site's files and update its cache file to reflect any changes to the files or links in the site.

The next seven options control actions in the Site Map.

- **Link to New File.** Opens a dialog box that lets you create a new Dreamweaver document and link it to currently selected page in the Site Map. You give the file a name and title; Dreamweaver creates the new file in the same folder as the selected page and adds a link to the page, using text you specify.
- **Link to Existing File.** Creates a link from currently selected page in the Site Map to an existing document that you choose using the Select HTML file dialog box.
- **Change Link.** Makes a link (which you've selected in the Site Map) open a different "target" document.
- **Remove Link.** Removes the selected link in the Site Map from the page it's on. (Only the "linkness" is removed; the original text or graphics remain.)
- **Open Source of Link.** Opens the document that a selected link has been programmed to open
- **New Home Page.** Lets you create a new Dreamweaver document and designate it as the home page in the Site Map. That new document appears in the Site Files list and at the top of the Site Map.
- **Set as Home Page.** Sets selected page in Site Map as the Home Page, which now appears at the top of the Site Map.

## **Window Menu, Help Menu**

The commands in these menus are duplicates of what's in the main Window and Help menus described earlier.

