

Adobe® GoLive™

Version 4.0 for Mac OS

QUICK REFERENCE CARD

General menu commands

RESULT	ACTION
File Menu	
New	⌘ N
Open	⌘ O
Close	⌘ W
Save	⌘ S
Save As...	⌘ ⇧ S
Print	⌘ P
Quit	⌘ Q
Edit Menu	
Undo	⌘ Z
Cut	⌘ X
Copy	⌘ C
Paste	⌘ V
Select All	⌘ A
Preferences...	⌘ Y
Special Menu	
Show in default browse	⌘ T
Window Menu	
Toolbar	⌘ 0
Text Inspector	⌘ 1
Palette	⌘ 2
Color Palette	⌘ 3

Layout menu commands

RESULT	ACTION
Edit Menu	
Find...	⌘ F
Find Next	⌘ G
Find Selection	⌘ H
Replace	⌘ R
Show/Hide Invisible Items	⌘ I
Style Menu	
Plain text	⌘ ⇧ P
Bold	⌘ ⇧ B
Italic	⌘ ⇧ I
Underline	⌘ ⇧ U
Strikethrough	⌘ ⇧ A
Superscript	⌘ ⇧ +
Subscript	⌘ ⇧ -
Teletype	⌘ ⇧ T
Format > Alignment Menu	
Left	⌘ ⇧ G
Right	⌘ ⇧ M
Center	⌘ ⇧ R

Layout menu commands

RESULT	ACTION
Format > List Menu	
Unnumbered list	⌘ U
Increase list level	⌘ +
Decrease list level	⌘ -
Special Menu	
New Link	⌘ L
Remove Link	⌘ ⌥ L
Add to keywords	⌘ K

Text Handling

RESULT	ACTION
Cursor to end of line	⌘ + ⌄
Cursor to beginning of line	⌘ + ⌊
Cursor to next word	Control or ⌥ + ⌄
Cursor to preceding word	Control or ⌥ + ⌊
Select a word	Double click
Select a line	Click 3 times
Select a paragraph	Click 4 times
Increase selection	⇧ + ⌊ ⌄ ⌊ or ⌋
Select to end of line	⌘ + ⇧ + ⌄
Select to beginning of line	⌘ + ⇧ + ⌊
Copy selection	⌥ -drag & drop
New line instead of paragraph	⇧ + Return
Non breaking space	⌥ + Spacebar

Lists

New list item without label	⌥ + Return
New list item with big offset (depends on preference settings)	⌘ + Return
New list item with normal offset (depends on preference settings)	⌘ + Return

Editing

RESULT	ACTION
Links	
Open link	Control-click
New link	⌘ -drag
Images, Plug ins & Java applets	
Define URL	⌘ -drag
Box Handling	
Live update on resize	Control-resize
Change table height	⌥ -resize
Layout Grid	
Move boxes	⌊ ⌄ ⌊ or ⌋
Move box by pixel	⌥ + ⌊ ⌄ ⌊ or ⌋
Frames	
Define content page	⌘ -drag
Color Handling	
Drag color from any color field	⌘ -drag

Editing

RESULT	ACTION
Tables[†]	
Select multiple cells	⇧-click
Add cells and rows	⌘-drag
Resize table interactively, showing content	Control-drag
Add column at point of intersection	+
Add a row below current row	*
Delete current column	Delete
Delete current row	⇧ + Delete
Span columns, joining current cell with cell to the right	⇧ + ⌘
Span rows, joining current cell with cell below	⇧ + ⌫
Reduce column span, splitting the current cell	⇧ + ⌵
Reduce row span, splitting the current cell	⇧ + ⌴
Move text cursor to next cell to the right	Tab
Move text cursor to next cell to the left	⇧ + Tab
Switch from text entry to cell selection mode	Control + Return
Switch from cell selection to text entry mode	Return

[†]Entire cell must be selected for any of the commands to have effect.

Outline menu commands

RESULT	ACTION
Window Menu	
Web Database	⌘ 4

Tag handling

RESULT	ACTION
Expand or collapse the selected tag	Return
Recursively expand or collapse the selected tag	⇧ -Return
Show or hide the tag attribute list	Enter
Recursively show or hide the tag attribute list	⇧ + Enter
Activate the next text box	Tab
Activate the preceding text box	⇧ + Tab
Delete the current selection	Backspace
Activate the tag selection pop-up menu	⌘ -click the tag name

Source menu commands

RESULT	ACTION
Edit Menu	
Find...	⌘ F
Find Next	⌘ G
Find Selection	⌘ H
Replace	⌘ R
Special Menu	
Check Syntax	⌘ ⌥ K
Window Menu	
Web Database	⌘ 4

Source code handling

RESULT	ACTION
Cursor to end of line	⌘ + ⌘
Cursor to beginning of line	⌘ + ⌘
Cursor to next word	Control ⌥ + ⌘
Cursor to preceding word	Control ⌥ + ⌘
Select a word	Double click
Select a line	Click 3 times
Increase selection	⇧ + ⌘ ⌘ ↑ or ↓
Select to end of line	⌘ + ⇧ + ⌘
Select to beginning of line	⌘ + ⇧ + ⌘
Copy selection	⌥-drag & drop

Site menu commands

RESULT	ACTION
File Menu	
New Site	⌘ ⌥ N
Site Menu	
Add Files...	⌘ E
Import File	⌘ ⌥ E
Window Menu	
Link Inspector	⌘ 5
Floating Box Controller	⌘ 6

Site window

RESULT	ACTION
Toggle tab on drag & drop	Move over tab while dragging
Files Tab	
Select File in Finder	⌘ -click on file object
Show Finder info for object	Control click on file object
Site Tab	
Create a generic link	⌘ -drag
Create a generic page	⌥ -click
Zoom in	Control click
Zoom out	⌘ + ⌥ -click