

# QuarkXPress 10

## Keyboard Command Guide: Windows

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## Managing a document

Display <b>Article Setup</b> dialog box	Ctrl+Alt+Shift+P
Expand or collapse component ( <b>Full Screen View</b> and <b>Galley View</b> )	Ctrl++ [numeric keypad]
Display <b>New Article</b> dialog box	Ctrl+N
Display <b>New Component</b> dialog box	Ctrl+Alt+C
Next component	Ctrl+Alt+Page Down
Previous component	Ctrl+Alt+Page Up

# Menu commands (Windows®)

<b>File menu</b>	
New Project	Ctrl+N
New Article	Ctrl+N
New Library	Ctrl+Alt+N
Open	Ctrl+O
Close	Ctrl+F4
Save	Ctrl+S
Save as	Ctrl+Shift+S
Save As	Ctrl+Alt+S
Revert to last Auto Save	Alt+Revert to Saved
Import	Ctrl+E
Save Text	Ctrl+Alt+E
Append	Ctrl+Alt+A
Export Layout as PDF	Ctrl+Alt+P
Export Page as EPS	Ctrl+Alt+Shift+S
Print	Ctrl+P
Exit	Ctrl+Q
Output Job	Ctrl+Alt+Shift+O
Display Output Profile Jobs dialog box	Ctrl+Alt+P

<b>Edit menu</b>	
Undo	Ctrl+Z
Redo	Ctrl+Z, Ctrl+Shift+Z, or Ctrl+Y (configurable)
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste without Formatting	Ctrl+Alt+U
Paste In Place	Ctrl+Alt+Shift+V
Select All	Ctrl+A
Find/Change	Ctrl+F
Close Find/Change	Ctrl+Alt+F
Preferences dialog box	Ctrl+Alt+Shift+Y
Paragraph pane (Preferences dialog box)	Ctrl+Alt+Y
Trapping pane (Preferences dialog box)	Ctrl+Shift+F12
Tools pane (Preferences dialog box)	Double-click tool in the Tools palette
Style Sheets dialog box	Shift+F11
Colors dialog box	Shift+F12

## Edit menu

H&Js dialog box Ctrl+Alt+J

## Notes submenu

Close all notes Ctrl+Alt+Shift+W

Create note from selected text F10

Delete note Ctrl+Shift+X

Go to next note Ctrl+Alt+G

Go to previous note Ctrl+Shift+Y

Insert note Ctrl+Alt+N

Open all notes Ctrl+Alt+A

Open/close note Ctrl+Shift+A

Open notes options Ctrl+Alt+Shift+A

## Style menu for text

Size > Other Ctrl+Shift+\

### Type Style

Plain Ctrl+Shift+P

Bold Ctrl+Shift+B

Italic Ctrl+Shift+I

Underline Ctrl+Shift+U

Word Underline Ctrl+Shift+W

Strikethrough Ctrl+Shift+/  
/

Double Strikethrough Ctrl+Alt+Shift+/  
/

Outline Ctrl+Shift+O

Shadow Ctrl+Shift+Y

Shadow Ctrl+Shift+S

All Caps Ctrl+Shift+K

Small Caps Ctrl+Shift+H

Superscript Ctrl+Shift+0 (zero)

Subscript Ctrl+Shift+9

Superior Ctrl+Shift+V

Ligature (not available in Plus and East Asian editions) Ctrl+Shift+G

Character Attributes dialog box Ctrl+Shift+D

Change story direction (Plus and East Asian editions only) Ctrl+Alt+Shift+T

Rubi (Plus and East Asian editions only) Ctrl+Alt+R

Group Characters (Plus and East Asian editions only) Ctrl+Shift+G

### Alignment

Left Ctrl+Shift+L

## Style menu for text

Centered	Ctrl+Shift+C
Right	Ctrl+Shift+R
Justified	Ctrl+Shift+J
Forced	Ctrl+Alt+Shift+J
Leading	Ctrl+Shift+E
Formats	Ctrl+Shift+F
Tabs	Ctrl+Shift+T
Rules	Ctrl+Shift+N
Toggle Font Previews preference	Shift+display <b>Font</b> submenu

## Style menu for pictures

Halftone	Ctrl+Shift+H
Center Picture	Ctrl+Shift+M
Stretch Picture To Fit Box	Ctrl+Shift+F
Scale picture to fill box	Ctrl+Alt+Shift+M
Scale Picture To Box (proportionally)	Ctrl+Alt+Shift+F

## Style menu for lines

Width > Other	Ctrl+Shift+\
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## Item menu

Modify	Ctrl+M
Frame	Ctrl+B
Runaround	Ctrl+F10
Clipping	Ctrl+Alt+T
Drop Shadow	Ctrl+Alt+Shift+D
Edit Blio Interactivity	Ctrl+Alt+Shift+B
Duplicate	Ctrl+D
Step and Repeat	Ctrl+Alt+R
Step and Repeat (Plus and East Asian editions only)	Ctrl+Alt+D
Delete	Ctrl+K
Group	Ctrl+G
Ungroup	Ctrl+U
Lock Position/Unlock Position	F6
Bring to Front	F5
Bring Forward	Ctrl+F5
Send to Back	Shift+F5
Send Backward	Ctrl+Shift+F5

## Item menu

<b>Space/Align</b>	Ctrl+, (comma)
<b>Shape</b> (convert Bézier line to filled-center Bézier box)	Alt+Item > Shape > [Bézier shape]
<b>Edit</b>	
<b>Runaround</b>	Ctrl+T
<b>Clipping Path</b>	Ctrl+Shift+F10
Display curve handles	Ctrl+Shift+drag point
Hide curve handles	Ctrl+Shift+click point

## Page menu

<b>Go to Page</b> dialog box	Ctrl+J
Display this page's master page	Shift+F4
Display next master page	Ctrl+Shift+F4
Display previous master page	Ctrl+Shift+F3
<b>Display Layout</b> (when a master page is displayed)	Shift+F4
<b>Page Properties</b> (when a Web layout is active)	Ctrl+Alt+Shift+A
<b>Preview Layout</b> (as SWF)	Ctrl+Alt+B

## Layout menu

<b>Layout Properties</b> dialog box	Ctrl+Alt+Shift+P
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## View menu

<b>Fit in Window</b>	Ctrl+0 (zero)
Any view to fit in window in <b>WYSIWYG</b> view	Ctrl+0
Any view to actual size in <b>WYSIWYG</b> view	Ctrl+1
Zoom to 200% in <b>WYSIWYG</b> view	Ctrl+6
Switch to <b>Reflow</b> view	Ctrl+9
Switch to <b>Story Editor</b> view	Ctrl+8
Switch to <b>Trim</b> view	Ctrl+Alt+Shift+F7
Switch to <b>Galley</b> view	Ctrl+7
Switch to <b>Full Screen</b> view	Ctrl+8
Go to a specific page	Ctrl+J
Fit largest spread in window	Alt+Fit in Window or Ctrl+Alt+0 (zero)
<b>Actual Size</b>	Ctrl+1 (one)
<b>Thumbnails</b>	Shift+F6
Display/hide <b>Guides</b>	F7
Display/hide <b>Page Grids</b>	Ctrl+F7
Display/hide <b>Text Box Grids</b>	Ctrl+Alt+F7
<b>Snap to Guides</b>	Shift+F7

## View menu

Snap to Page Grids	Shift+Alt+F7
Display/hide Rulers	Ctrl+R
Display/hide Invisibles	Ctrl+I
Switch to <b>Output Preview</b> view set	Ctrl+Alt+Shift+G
Switch to <b>Authoring View</b> view set	Ctrl+Alt+Shift+I

## Utilities menu

Check Spelling > Word/Selection	Ctrl+W
Check Spelling > Word/Selection	Ctrl+L
Check Spelling > Story	Ctrl+Alt+W
Check Spelling > Layout	Ctrl+Alt+Shift+W
Article	Ctrl+Alt+Shift+L
Component	Ctrl+Alt+L
Add (during Check Spelling session)	Ctrl+A
Add all suspect words to auxiliary dictionary (during Check Spelling session)	Alt+Shift+click Add All button
Look up button (during Check Spelling session)	Ctrl+L
Skip button (during Check Spelling session)	Ctrl+S
Replace All button (during Check Spelling session)	Ctrl+R
Replace button (during Check Spelling session)	Ctrl+Shift+R
Done button (during Check Spelling session)	Ctrl+D
Suggested Hyphenation	Ctrl+Alt+Shift+H
More > Line Check > Next Line	Ctrl+;

## Window menu

Display/hide <b>Tools</b> palette	F8
Display/hide <b>Measurements</b> palette	F9
Display/hide <b>Page Layout</b> palette	F4
Display/hide <b>Style Sheets</b> palette	F11
Display/hide <b>Colors</b> palette	F12
Display/hide <b>Trap Information</b> palette	Ctrl+F12
Display/hide <b>Lists</b> palette	Ctrl+F11
Display/hide <b>Interactive</b> palette	Ctrl+Alt+F8

## Help menu

Help	F1
Get environment details	Alt+About QuarkCopyDesk®

## Tabs in dialog boxes

Display next tab

Ctrl+Tab

Display previous tab

Ctrl+Shift+Tab



## Dialog box commands (Windows)

### Fields

Select next field	Tab
Select previous field	Shift+Tab
Select field with Text Insertion bar	Double-click
<b>Cut</b>	Ctrl+X
<b>Copy</b>	Ctrl+C
<b>Paste</b>	Ctrl+V
<b>Undo</b>	Ctrl+Z
Revert fields to original values	Ctrl+Shift+Z
Perform math by combining operators	+ (addition)
	- (subtraction)
	* (multiplication)
	/ (division)

### Buttons

OK (or bordered button)	Enter
Cancel	Escape
Apply	Alt+A
Yes	Y
No	N
Set button in <b>Tab</b> s tab (in <b>Paragraph Attributes</b> dialog box)	Alt+S

### Lists (in dialog boxes)

Select consecutive items in list	Shift+click
Select nonconsecutive items in list	Ctrl+click

## Palette commands (Windows)

### Tools palette

Display/hide palette	Ctrl+F11
Select next tool (or display <b>Tools</b> palette)	Ctrl+Alt+Tab or Ctrl+F8
Select previous tool (or display <b>Tools</b> palette)	Ctrl+Alt+Shift+Tab or Ctrl+Shift+F8
Open <b>Tools</b> pane of <b>Preferences</b> dialog box	Double-click item creation tool or <b>Zoom</b> tool
Toggle between <b>Item</b> and <b>Text Content</b> tool or <b>Picture Content</b> tool	Shift+F8
<b>Content</b> tool changes to <b>Item</b> tool temporarily	Ctrl
Move flyout tool to main palette	Control+select tool
Move tool into pop-up tool list	Control+click tool
Tool selection shortcuts (not available when <b>Text Content</b> tool is selected)	
<b>Item</b> tool	V
<b>Text</b> tools	T
<b>Picture</b> tool	R
<b>Box</b> tools	B
<b>Line</b> tool	L
<b>Pen</b> tools	P
<b>Table</b> tool	G
<b>Zoom</b> tool	Z
<b>Pan</b> tool	X

### Measurements palette

Display/hide palette	Ctrl+F11
Select the <b>X</b> field of the <b>Classic</b> tab or the <b>Space/Align</b> tab (or display palette)	Ctrl+Alt+M
Select the <b>Font</b> field of the <b>Classic</b> tab or the <b>Character Attributes</b> tab	Ctrl+Alt+Shift+M
Select <b>Font</b> field	Ctrl+Alt+Shift+M
Toggle <b>Font Preview</b> preference	Shift+open the Font drop-down menu
Select next field	Tab
Select previous field	Shift+Tab
<b>Exit/Apply</b>	Enter
<b>Exit/Cancel</b>	Escape
Toggle forward through tabs	Ctrl+Alt+; (semicolon)
Toggle backward through tabs	Ctrl+Alt+, (comma)
Display <b>Space/Align</b> tab	Ctrl+, (comma)

## Page Layout palette

Display palette	Ctrl+F
Open <b>Insert Pages</b> dialog box	Alt+drag master page into layout area
Display <b>Insert Pages</b> context menu	Right-click page
Display absolute page number	Alt+click page

## Style Sheets palette

Display palette	Ctrl+F
Display <b>Edit Style Sheet</b> context menu	Right-click style sheet name
Display <b>Edit Style Sheet</b> dialog box	Ctrl+click style sheet
Apply No Style, then style sheet	Alt+click style sheet name
(apply to paragraph attributes only)	Alt+Shift+click paragraph style sheet

## Colors palette

Display/hide palette	Ctrl+F11
Display <b>Edit Colors</b> context menu	Right-click color name
Display <b>Colors</b> dialog box	Ctrl+click color name

## Trap Information palette

Display/hide palette	Ctrl+F11
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## Lists palette

Display/hide palette	Ctrl+F11
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## Index palette

Select <b>Text</b> field	Ctrl+Alt+I
Click <b>Add</b> button	Ctrl+Alt+Shift+I
Edit selected index entry	Double-click
Click <b>Add Reversed</b> button	Alt+click <b>Add</b> button

## Find/Change palette

Display palette	Ctrl+F
Close palette	Ctrl+Alt+F
Change <b>Find Next</b> button to <b>Find First</b>	Alt
Condense or expand the <b>Find/Change</b> palette	F3

# Project and layout commands (Windows)

# Document window commands

## Displaying pages

Go to <b>Page</b> dialog box	Ctrl+J
Display this page's master page	Shift+F4
Display next master page	Ctrl+Shift+F4
Display previous master page	Ctrl+Shift+F3
<b>Display Layout</b> (when a master page is displayed)	Shift+F4

## Changing views

Access View Percentage field	Ctrl+Alt+V
Any view to <b>Actual Size</b>	Ctrl+1 (one)
Any view to <b>Fit in Window</b>	Ctrl+0 (zero)
Any view to <b>200%</b>	Ctrl+Alt+click
Toggle between <b>100%</b> and <b>200%</b>	Ctrl+Alt+click
Fit largest spread in window	Alt+ <b>Fit in Window</b> or Ctrl+Alt+0 (zero)
Zoom in	Ctrl+Space+click/drag
Zoom out	Ctrl+Alt+Space+click/drag
Zoom in (not available when <b>Text Content</b> tool is selected)	Ctrl+ =
Zoom out (not available when <b>Text Content</b> tool is selected)	Ctrl+ - (hyphen)
Minimize/maximize project window	F3
Minimize/maximize article window	F3
Fit spread in window	Shift+F3
Any view to actual size in <b>WYSIWYG</b> view	Ctrl+1
Any view to fit in window in <b>WYSIWYG</b> view	Ctrl+0
Fit largest spread in window in <b>WYSIWYG</b> view	Alt+ <b>Fit in Window</b> or Ctrl+Alt+0 (zero)
Switch to <b>Full Screen</b> view	Ctrl+8
Switch to <b>Galley</b> view	Ctrl+7
Toggle between 100% and 200% in <b>WYSIWYG</b> view	Ctrl+Alt+click
Zoom in in <b>WYSIWYG</b> view (picture box)	Ctrl++
Zoom in in <b>WYSIWYG</b> view	Ctrl+Space+click or Ctrl+Space+click and drag
Zoom out in <b>WYSIWYG</b> view (picture box)	Ctrl+-
Zoom to 200% in <b>WYSIWYG</b> view	Ctrl+6

## Redrawing the screen

Stop redraw	Escape
Force redraw	Shift+Escape

## Deleting ruler guides

Delete horizontal ruler guides	Alt+click horizontal ruler
Delete vertical ruler guides	Alt+click vertical ruler

## Closing projects

Close project window	Ctrl+F4
Close project and quit QuarkXPress®	Alt+Shift+F4 or Alt+F4

## Closing documents

Close document	Ctrl+F4
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## Displaying context menu

Project window context menu	Alt+ - (hyphen)
Active object context menu	Shift+F10

## Navigating among layouts

Cycle through layouts	Alt+' (apostrophe)
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## Navigating among projects

Cycle through project windows	Ctrl+Tab or Ctrl+F6
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## Scrolling

With <b>Pan</b> tool	Alt+drag
In <b>WYSIWYG</b> view	Alt+drag
To start of text	Ctrl+Home
To end of text	Ctrl+End
Up one screen	Page Up
Down one screen	Page Down
To first page	Ctrl+Page Up
To last page	Ctrl+Page Down
To previous page	Shift+Page Up
To next page	Shift+Page Down
To previous spread	Alt+Page Up
To next spread	Alt+Page Down

## Item commands (Windows)

### Selecting/deselecting items

Select item in back or behind	Ctrl+Alt+Shift+click where items overlap
Select multiple items or points	Shift+click
Select multiple points	Shift+click
Deselect all items	Escape

### Creating, resizing, and rotating items

Constrain to square or circle while creating a box	Press Shift while creating
Constrain proportions while resizing	Shift+drag handle
Scale contents while resizing item	Ctrl+drag handle
Resize relative to center	Alt+drag handle
Resize multiple items (requires multiple selection)	Press Ctrl before dragging handle
Constrain item rotation to 0°/45°/90°	Press Shift while rotating
Constrain straight line angle to 0°/45°/90°	Press Shift while creating or resizing line
Duplicate item while dragging	Press Alt while dragging item

### Editing Bézier items and paths

#### Modifying a clipping or runaround path

Add Bézier point	Click segment with <b>Bézier Pen</b> tool
Add Bézier point	Alt+click segment
Delete Bézier point	Click point with <b>Bézier Pen</b> tool
Delete Bézier point	Alt+click point
Invoke <b>Select Point</b> mode from <b>Bézier Pen</b> tool	Ctrl
Invoke <b>Convert Point</b> mode from <b>Bézier Pen</b> tool	Alt
Invoke <b>Convert Point</b> mode while dragging Bézier handle	Alt+drag
Retract Bézier handle	Alt+click control handle
Delete active Bézier point	Delete ( <b>Select Point</b> tool must be selected)
Select all points on Bézier item or path	Double click point with <b>Select Point</b> tool
Select all anchor points in Bézier shape	Ctrl+Shift+A
Smooth to corner point	Ctrl+Shift+drag curve handle
Invoke Item mode from <b>Bézier Pen</b> tool	Ctrl +Alt
Constrain active point to 45° movement	Shift+drag point
Constrain active curve handle to 45° movement	Shift+drag curve handle
Convert Bézier line to filled-center Bézier box	Alt+ <b>Item</b> > <b>Shape</b> > [Bézier shape]

## Applying drop shadows to items

Drop Shadow tab of the <b>Modify</b> dialog box	Ctrl+Alt+Shift+D
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## Displaying the Modify dialog box

Display <b>Modify</b> dialog box for selected item	Double-click item with <b>Item</b> tool
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## Displaying Usage dialog box

Display the <b>Usage</b> dialog box ( <b>Fonts</b> pane)	F2
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Display the <b>Pictures</b> tab of the <b>Usage</b> dialog box	Shift+F2
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## Modifying line width

Increase

Preset range	Ctrl+Shift+. (period)
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1 point	Ctrl+Alt+Shift+. (period)
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Decrease

Preset range	Ctrl+Shift+, (comma)
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1 point	Ctrl+Shift+; (semicolon)
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## Moving items

With no constraints	Drag ( <b>Item</b> tool) or Ctrl+drag ( <b>Text Content</b> tool or <b>Picture Content</b> tool)
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With horizontal/vertical constraints	Shift+drag ( <b>Item</b> tool) or Ctrl+Shift+drag ( <b>Text Content</b> tool or <b>Picture Content</b> tool)
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## Nudging items (Item tool)

Move 1 point	Arrow keys
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Move 1/10 point	Alt+arrow keys
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Move 10 points (amount configurable in <b>Preferences</b> )	Shift+arrow keys
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## Modifying boxes

Resize box, constraining shape	Shift+drag box handle
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Resize box, maintaining aspect ratio	Alt+Shift+drag box handle
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Resize box and scale picture/text	Ctrl+drag box handle
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Resize box and scale picture/text, constraining shape	Ctrl+Shift+drag box handle
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Resize box and scale picture/text, maintaining aspect ratio	Ctrl+Alt+Shift+drag box handle
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## Displaying context menu (items)

Display context menu of item	Shift+F10
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## Text commands (Windows)

### Controlling indents

Increase indent	Ctrl+/'
Decrease indent	Ctrl+Alt+/'

### Adding automatic page numbers in text box

Previous box page number character	Ctrl+2
Current page number character	Ctrl+3
Next box page number character	Ctrl+4

### Updating text flows

Reflow text in current version of QuarkXPress	Alt+Open in Open dialog box
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### Changing language

Force apply a language (override language locking)	Ctrl+select a language in the Language drop-down menu
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### Changing font

Font field in <b>Measurements</b> palette	Ctrl+Alt+Shift+M
Previous font	Ctrl+Shift+F9
Next font	Ctrl+F9
Force apply a font (override font locking)	Ctrl+select a font in the <b>Font</b> menu

### Entering one font character

Symbol font character	Ctrl+Alt+Q
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### Modifying font size

Increase	
Preset range	Ctrl+Shift+. (period)
1 point	Ctrl+Alt+Shift+. (period)
Decrease	
Preset range	Ctrl+Shift+, (comma)
1 point	Ctrl+Shift+; (semicolon)
<b>Size &gt; Other</b>	Ctrl+Shift+\
Resize interactively	
Proportional relative to center	Ctrl+Alt+Shift+drag handle
Proportional	Ctrl+Shift+drag handle
Nonproportional	Ctrl+drag handle

## Modifying horizontal/vertical scaling

Increase

5%	Ctrl+] ]
1%	Ctrl+Alt+] ]

Decrease

5%	Ctrl+[ [
1%	Ctrl+Alt+[ [

## Modifying kerning/tracking

Increase

1/20 em	Ctrl+Shift+] ]
1/200 em	Ctrl+Alt+Shift+] ]

Decrease

1/20 em	Ctrl+Shift+[ [
1/200 em	Ctrl+Alt+Shift+[ [

## Modifying word space tracking

Increase

.05 em	Control+Shift+@ @
.005 em	Control+Alt+Shift+@ @

Decrease

.05 em	Control+Shift+! !
.005 em	Control+Alt+Shift+! !

## Modifying baseline shift

Up 1 point	Control+Alt+Shift+] ]
Down 1 point	Control+Alt+Shift+[ [

## Modifying leading (auto to absolute)

Increase

1 point	Ctrl+Shift+' (apostrophe)
1/10 point	Ctrl+Alt+Shift+' (apostrophe)

Decrease

1 point	Ctrl+Shift+; (semicolon)
1/10 point	Ctrl+Alt+Shift+; (semicolon)

## Copying paragraph attributes

Copy formats to selected paragraphs in text chain	Alt+Shift+click
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## Dragging and dropping text

Drag-copy text ( <b>Input Settings</b> preference on)	Shift+drag
Drag text (Input Settings preference on)	Drag

## Searching for text

Wild card ( <b>Find</b> only) (\?)	Ctrl+/ /
Tab	\t
New paragraph (\p)	Enter
New line (\n)	Shift+Enter
New column (\c)	Keypad Enter
New column	Keypad Enter
New box (\b)	Shift+Keypad Enter
New box	Shift+Keypad Enter
Previous box page number character (\2)	Ctrl+2
Current page number character (\3)	Ctrl+3
Next box page number character (\4)	Ctrl+4
Punctuation space	Ctrl+. (period)
Flex space (\f)	Ctrl+Shift+F
Backslash (\)	Ctrl+\
Indent here	\i
Discretionary new line	\d
Discretionary hyphen	\h
Em space	\m
En space	\e
3-per-em space	\5
4-per-em space	\\$
6-per-em space	\^
Figure space	\8
Hair space	\{
Thin space	\
Zero-width space	\z
Word joiner	\j
Glyph without Unicode value	\~
Straight single quotation mark when Smart Quotes is on	'
Straight double quotation mark when Smart Quotes is on	"
Curly quotation mark	Paste into field

## Clicking buttons in Check Spelling dialog box

Look up	Alt+L
Skip	Alt+S
Add	Alt+A
Article	Ctrl+Alt+Shift+L
Component	Ctrl+Alt+L
Add all suspect words to auxiliary dictionary	Alt+Shift+click <b>Close</b> button

## Special characters

Indent here	Ctrl+\
Discretionary new line	Ctrl+Enter
New paragraph	Enter
New line	Shift+Enter
Conditional style marker	Ctrl+Alt+Shift+\
New column	Keypad Enter
New box	Shift+Keypad Enter
Right-indent tab	Shift+Tab
Insert hanging indent character	Ctrl+\
Open single quote (curly quote) character	Alt+[
Close single quote (curly quote) character	Alt+]
Open quote (curly quote) character	Alt+Shift+[
Close quote (curly quote) character	Alt+Shift+]
Inch mark	Ctrl+Alt+' (apostrophe)
Trademark symbol	Alt+Shift+2
§ symbol	Alt+Shift+6
¶ symbol	Alt+Shift+7
Bullet symbol	Alt+Shift+8
Copyright symbol	Alt+Shift+C
Registered symbol	Alt+Shift+R
† symbol	Alt+Shift+T

## Text modifiers

Change uppercase to lowercase	Alt+F8
Change lowercase to uppercase	F8

## Hyphens and dashes

Breaking standard hyphen	Hyphen
Nonbreaking standard hyphen	Ctrl+=

## Hyphens and dashes

Discretionary (soft) hyphen	Ctrl+ - (hyphen)
Do not hyphenate word	Ctrl+ - (hyphen) immediately before word
Nonbreaking en dash	Ctrl+Alt+Shift+ - (hyphen)
Breaking em dash	Ctrl+Shift+=
Nonbreaking em dash	Ctrl+Alt+Shift+=

## Spaces

Breaking standard space	Space
Nonbreaking standard space	Ctrl+5
Breaking en space	Ctrl+Shift+6
Nonbreaking en space	Ctrl+Alt+Shift+6
Breaking flexible space	Ctrl+Shift+5
Nonbreaking flexible space	Ctrl+Alt+Shift+5
Breaking punctuation space	Shift+Space
Nonbreaking punctuation space	Ctrl+Shift+Space
Breaking em space	Ctrl+Shift+7
Nonbreaking em space	Ctrl+Alt+Shift+7
Breaking thin space	Ctrl+Shift+8
Nonbreaking thin space	Ctrl+Alt+Shift+8

## Moving the text insertion point

Previous character	Backspace
Next character	Delete or Shift+Backspace
Previous line	↑
Next line	↓
Previous word	Ctrl+Backspace
Next word	Ctrl+Delete or Ctrl+Shift+Backspace
Previous paragraph	Ctrl+↑
Next paragraph	Ctrl+↓
Start of line	Ctrl+Alt+← or Home
End of line	Ctrl+Alt+→ or End
Start of story	Ctrl+Alt+↑ or Ctrl+Home
End of story	Ctrl+Alt+↓ or Ctrl+End

## Selecting characters

Previous character	Backspace
Next character	Delete or Shift+Backspace
Previous line	Shift+↑

## Selecting characters

Next line	Shift+↓
Previous word	Ctrl+Backspace
Next word	Ctrl+Delete or Ctrl+Shift+Backspace
Previous paragraph	Ctrl+Shift+↑
Next paragraph	Ctrl+Shift+↓
Start of line	Ctrl+Alt+Shift+← or Shift+Home
End of line	Ctrl+Alt+Shift+→ or Shift+End
Start of story	Ctrl+Alt+Shift+↑ or Ctrl+Shift+Home
End of story	Ctrl+Alt+Shift+↓ or Ctrl+Shift+End

## Clicking the mouse to select text

Position text insertion point	One click
Select word	Two clicks in the word
Select word and its period, comma, etc.	Two clicks between word and punctuation
Select line	Three clicks
Select paragraph	Four clicks
Select story	Five clicks

## Deleting characters

Previous character	Backspace
Next character	Delete or Shift+Backspace
Previous word	Ctrl+Backspace
Next word	Ctrl+Delete or Ctrl+Shift+Backspace
Selected characters	Delete or Backspace

## Picture commands (Windows)

### Importing pictures

Import EPS without adding spot colors	Ctrl+Open in <b>Import</b> dialog box
Import picture	Ctrl+E
Reimport all pictures in project	Ctrl+Open in <b>Open</b> dialog box
Reimport all pictures in article	Ctrl+Open in Open dialog box

### Scaling pictures

Increase 5%	Ctrl+Alt+Shift+. (period)
Decrease 5%	Ctrl+Alt+Shift+, (comma)

### Resizing boxes and pictures

Resize maintaining aspect ratio	Shift+drag handle
Resize box and scale picture	Ctrl+drag box handle
Resize relative to center	Alt+drag handle
Rotate picture content relative to center	Alt+drag rotation handle

### Rotating pictures

Rotate clockwise 1°	Ctrl+Alt+Shift+'
Rotate clockwise 15°	Ctrl+'
Rotate clockwise 90°	Ctrl+Shift+'
Rotate counterclockwise 1°	Ctrl+Alt+Shift+;
Rotate counterclockwise 15°	Ctrl+;
Rotate counterclockwise 90°	Ctrl+Shift+;

### Centering and fitting pictures

Center	Ctrl+Shift+M
Fit to box	Ctrl+Shift+F
Fit picture to box proportionally	Ctrl+Alt+Shift+F
Scale picture to fill box	Ctrl+Alt+Shift+M

### Nudging pictures (Content tool)

#### Nudging pictures

Left 1 point	←
Left 1 point	Shift+←
Left 1/10 point	Alt+←
Right 1 point	→

## Nudging pictures

Right 1 point	Shift+→
Right 1/10 point	Alt+→
Up 1 point	↑
Up 1 point	Shift+↑
Up 1/10 point	Alt+↑
Down 1 point	↓
Down 1 point	Shift+↓
Down 1/10 point	Alt+↓

## Modifying pictures

Picture <b>Halftone Specifications</b> dialog box	Ctrl+Shift+H
Change <b>Update</b> button to <b>Update All</b> in the <b>Pictures</b> pane of the <b>Usage</b> dialog box	Alt+click <b>Update</b> button
Display <b>Clipping</b> pane ( <b>Picture</b> dialog box)	Ctrl+Alt+T
Display <b>Runaround</b> pane ( <b>Picture</b> dialog box)	Ctrl+T
Display <b>Picture</b> dialog box using the mouse	Ctrl+double-click item
Display <b>Picture</b> dialog box	Ctrl+M
Apply <b>Negative/Invert</b> picture style	Ctrl+Shift+ - (hyphen)

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