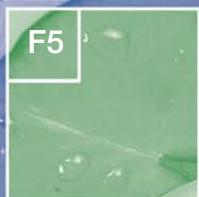
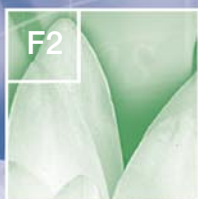


FOR WINDOWS



QuarkXPress™

Keyboard Command Guide

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QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

MENU COMMANDS

FILE MENU	COMMAND
New Document	Ctrl+N
New Library	Ctrl+Alt+N
New Web Document	Ctrl+Alt+Shift+N
Open	Ctrl+O
Close	Ctrl+F4
Save	Ctrl+S
Save as	Ctrl+Alt+S
Revert to last Auto Save	Alt+Revert to Saved
Get Text/Picture	Ctrl+E
Save Text	Ctrl+Alt+E
Append	Ctrl+Alt+A
Save Page as EPS	Ctrl+Alt+Shift+S
Document Setup	Ctrl+Alt+Shift+P
Page Setup	Ctrl+Alt+P
Print	Ctrl+P
Exit	Ctrl+Q
EDIT MENU	COMMAND
Undo/Redo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A
Find/Change	Ctrl+F
Close Find/Change	Ctrl+Alt+F
Paragraph pane (Preferences dialog box)	Ctrl+Alt+Y
Trapping pane (Preferences dialog box)	Ctrl+Shift+F12
Tool pane (Preferences dialog box)	Double-click item creation or Zoom tool 
Style Sheets	Shift+F11
Colors	Shift+F12
H&Js	Ctrl+Shift+F11


QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

MENU COMMANDS

STYLE MENU FOR TEXT	COMMAND
Size → Other	Ctrl+Shift+\
Type Styles	
Plain	Ctrl+Shift+P
Bold	Ctrl+Shift+B
Italic	Ctrl+Shift+I
Underline	Ctrl+Shift+U
Word Underline	Ctrl+Shift+W
Strike Thru	Ctrl+Shift+/
Outline	Ctrl+Shift+O
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
Character	Ctrl+Shift+D
Alignment	
Left	Ctrl+Shift+L
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
Text to Box (anchor boxes and delete text)	Alt+Text to Box
STYLE MENU FOR PICTURES	COMMAND
Negative	Ctrl+Shift+- (hyphen)
Contrast	Ctrl+Shift+O
Halftone	Ctrl+Shift+H
STYLE MENU FOR LINES	COMMAND
Width → Other	Ctrl+Shift+\

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

MENU COMMANDS

ITEM MENU	COMMAND
Modify	Ctrl+M
Frame	Ctrl+B
Clipping	Ctrl+Alt+T
Runaround	Ctrl+T
Duplicate	Ctrl+D
Step and Repeat	Ctrl+Alt+D
Delete	Ctrl+K
Group	Ctrl+G
Ungroup	Ctrl+U
Lock/Unlock	F6
Bring to Front	F5
Bring Forward	Ctrl+F5
Send to Back	Shift+F5
Send Backward	Ctrl+Shift+F5
Space/Align	Ctrl+, (comma)
Shape (convert Bézier line to filled-center Bézier box)	Alt+Item → Shape → 
Edit	
Shape	F10
Runaround	Ctrl+F10
Clipping Path	Ctrl+Shift+F10
Point/Segment Type	
Corner Point	Ctrl+F1
Smooth Point	Ctrl+F2
Symmetrical Point	Ctrl+F3
Straight Segment	Ctrl+Shift+F1
Curved Segment	Ctrl+Shift+F2
PAGE MENU	COMMAND
Go to Page	Ctrl+J
Display [master pages]	Shift+F4
Display [next master page]	Ctrl+Shift+F4
Display [previous master page]	Ctrl+Shift+F3
Display Document (master page displayed)	Shift+F4
Page Properties [WEB]	Ctrl+Alt+Shift+A

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MENU COMMANDS

VIEW MENU	COMMAND
Fit in Window	Ctrl+0 (zero)
Fit largest spread in window	Alt+Fit in Window or Ctrl+Alt+0 (zero)
Actual Size	Ctrl+1 (one)
Thumbnails	Shift+F6
Show/Hide Guides	F7
Show/Hide Baseline Grid	Ctrl+F7
Snap to Guides	Shift+F7
Show/Hide Rulers	Ctrl+R
Show/Hide Invisibles	Ctrl+I
Show/Hide Tools	F8
Show/Hide Measurements	F9
Show/Hide Document Layout	F4
Show/Hide Style Sheets	F11
Show/Hide Colors	F12
Show/Hide Trap Information	Ctrl+F12
Show/Hide Lists	Ctrl+F11
UTILITIES MENU	COMMAND
Check Spelling → Word/Selection	Ctrl+W
Check Spelling → Story	Ctrl+Alt+W
Check Spelling → Document	Ctrl+Alt+Shift+W
Suggested Hyphenation	Ctrl+H
WINDOWS MENU	COMMAND
Cascade or Tile to Actual Size	Ctrl+Alt
Cascade or Tile to Fit in Window	Ctrl
Cascade or Tile to Thumbnails	Alt


QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

DIALOG BOX COMMANDS

TABS IN DIALOG BOXES	COMMAND
Display next tab	Ctrl+Tab
Display previous tab	Ctrl+Shift+Tab
FIELDS	COMMAND
Select next field	Tab
Select previous field	Shift+Tab
Select field with Text Insertion bar	Double-click
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Revert fields to original values	Ctrl+Shift+Z
Perform math by combining operators	+ (addition)
	– (subtraction)
	* (multiplication)
	/ (division)
BUTTONS	COMMAND
OK (or bordered button)	Enter
Cancel	Escape
Apply	Alt+A
Yes	Y
No	N
Set button in Tabs tab (in Paragraph Attributes)	Alt+S
LISTS (IN DIALOG BOXES)	COMMAND
Select consecutive items in list	Shift+click
Select nonconsecutive items in list	Ctrl+click
Compare two selected items	Alt+click Append button (Import in Print Styles)

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

PALETTE COMMANDS

TOOL PALETTE	COMMAND
Display/Hide palette	F8
Select next tool (or display palette)	Ctrl+Alt+Tab
Select previous tool (or display palette)	Ctrl+Alt+Shift+Tab
Keep a tool selected	Alt+click tool
Open Tool pane of Preferences dialog box	Double-click item creation tool or Zoom tool 
MEASUREMENTS PALETTE	COMMAND
Display palette	F9
Select first field (or display palette)	Ctrl+Alt+M
Select font field (or display palette)	Ctrl+Alt+Shift+M
Select next field	Tab
Select previous field	Shift+Tab
Exit/Apply	Enter
Exit/Cancel	Escape
DOCUMENT LAYOUT PALETTE	COMMAND
Display palette	F4
Open Section dialog box for selected page	Click lower-left corner of palette
Open Insert Pages dialog box	Alt+drag master page into document area
STYLE SHEETS PALETTE	COMMAND
Display palette	F11
Display edit style sheet context menu	Right-click style sheet name
Open Edit Style Sheet dialog box	Ctrl+click style sheet
Apply <i>No Style</i> , then style sheet	Alt+click style sheet name
COLORS PALETTE	COMMAND
Display palette	F12
Open Colors dialog box	Ctrl+click color name


QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

PALETTE COMMANDS

TRAP INFORMATION PALETTE ACTION	COMMAND
Display palette	Ctrl+F12
LISTS PALETTE	COMMAND
Display palette	Ctrl+F11
INDEX PALETTE	COMMAND
Select Text field (or display palette)	Ctrl+Alt+I
Click Add button	Ctrl+Alt+Shift+I
Edit selected index entry	Double-click
FIND/CHANGE PALETTE	COMMAND
Display palette	Ctrl+F
Close palette	Ctrl+Alt+F
Change Find Next button to Find First	Alt+Find Next

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

DOCUMENT COMMANDS




DISPLAYING PAGES	COMMAND
Go to Page dialog box	Ctrl+J
Display [master pages]	Shift+F4
Display [next master page]	Ctrl+Shift+F4
Display [previous master page]	Ctrl+Shift+F3
Display Document (master page displayed)	Shift+F4
CHANGING VIEWS	COMMAND
Access view percentage field	Ctrl+Alt+V
Any view to Actual Size	Ctrl+1 (one)
Any view to Fit in Window	Ctrl+0 (zero)
Any view to 200%	Ctrl+Alt+click
200% to Actual Size	Ctrl+Alt+click
Fit largest spread in window	Alt+Fit in Window or Ctrl+Alt+0 (zero)
Zoom in	Ctrl+Space+click/drag
Zoom out	Ctrl+Alt+Space+click/drag
SCROLLING	COMMAND
With Page Grabber Hand 	Alt+drag
To start of document	Ctrl+Home
To end of document	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

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS



DOCUMENT COMMANDS

REDRAWING THE SCREEN	COMMAND
Halt redraw	Escape
Force redraw	Shift+Escape
DELETING RULER GUIDES	COMMAND
Delete horizontal ruler guides	Alt+click horizontal ruler
Delete vertical ruler guides	Alt+click vertical ruler
CLOSING DOCUMENTS	COMMAND
Close document window	Ctrl+F4

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

ITEM COMMANDS	
SELECTING/DESELECTING ITEMS	COMMAND
Select item in back or behind	Ctrl+Alt+Shift+click where items overlap
Select multiple items or points	Shift+click
Deselect all items	Tab (Item tool )
CREATING, RESIZING, AND ROTATING ITEMS	COMMAND
Constrain rectangle to square, or oval to circle	Shift+while creating or resizing
Constrain item rotation to 0°/45°/90°	Shift+while rotating
Constrain straight line angle to 0°/45°/90°	Shift+while creating, resizing, or rotating
EDITING BÉZIER ITEMS AND PATHS	COMMAND
Delete Bézier point	Alt+click point or Backspace (Item tool )
Delete Bézier point while creating item	Backspace
Add Bézier point	Alt+click segment
Corner to smooth point	Ctrl+Shift+drag curve handle
Smooth to corner point	Ctrl+Shift+drag curve handle
Smooth to corner point while creating item	Ctrl+click point, then press Ctrl+F1
Edit Bézier while creating item	Ctrl+create item
Retract curve handles	Ctrl+Shift+click point
Expose curve handles	Ctrl+Shift+drag point
Select all Bézier points in active item (single path)	Ctrl+Shift+A or double-click point
Select all Bézier points in active path (multiple paths)	Ctrl+Shift+A or triple-click point
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+Item → Shape → 

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

ITEM COMMANDS	
OPENING MODIFY DIALOG BOX	COMMAND
Open Modify dialog box for selected item	Double-click item with Item tool 
MODIFYING LINE WIDTH	COMMAND
Increase	
Preset range	Ctrl+Shift+>
1 point	Ctrl+Alt+Shift+>
Decrease	
Preset range	Ctrl+Shift+<
1 point	Ctrl+Alt+Shift+<
MOVING ITEMS	COMMAND
With no constraints	Drag (Item tool) or Ctrl+drag (Content tool)
With horizontal/vertical constraints	Shift+drag (Item tool) or Ctrl+Shift+drag (Content tool)
NUDGING ITEMS (ITEM TOOL )	COMMAND
Left 1 point	←
Left 1/10 point	Alt+←
Right 1 point	→
Right 1/10 point	Alt+→
Up 1 point	↑
Up 1/10 point	Alt+↑
Down 1 point	↓
Down 1/10 point	Alt+↓

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

TEXT COMMANDS

ADDING AUTOMATIC PAGE NUMBERS IN TEXT BOX	COMMAND
Previous box page number character	Ctrl+2
Current page number character	Ctrl+3
Next box page number character	Ctrl+4
UPDATING TEXT FLOW	COMMANDS
Reflow text in current version of QuarkXPress	Alt+Open in Open dialog box
CHANGING FONT	COMMAND
Font field in Measurements palette	Ctrl+Alt+Shift+M
Previous font	Ctrl+Shift+F9
Next font	Ctrl+F9
ENTERING ONE FONT CHARACTER	COMMAND
Symbol font character	Ctrl+Shift+Q
MODIFYING FONT SIZE	COMMAND
Increase	
Preset range	Ctrl+Shift+>
1 point	Ctrl+Alt+Shift+>
Decrease	
Preset range	Ctrl+Shift+<
1 point	Ctrl+Alt+Shift+<
Resize interactively	
Proportional	Ctrl+Alt+Shift+drag handle
Constrained	Ctrl+Shift+drag handle
Nonproportional	Ctrl+drag handle

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

TEXT COMMANDS

MODIFYING HORIZONTAL/VERTICAL SCALING	COMMAND
Increase	
5%	Ctrl+]
1%	Ctrl+Alt+]
Decrease	
5%	Ctrl+[
1%	Ctrl+Alt+[
MODIFYING KERNING/TRACKING	COMMAND
Increase	
½ em	Ctrl+Shift+)
½ ₀₀ em	Ctrl+Alt+Shift+)
Decrease	
½ em	Ctrl+Shift+{
½ ₀₀ em	Ctrl+Alt+Shift+{
MODIFYING BASELINE SHIFT	COMMAND
Up 1 point	Ctrl+Alt+Shift+)
Down 1 point	Ctrl+Alt+Shift+{(
MODIFYING LEADING (AUTO TO ABSOLUTE)	COMMAND
Increase	
1 point	Ctrl+Shift+"
½ ₀ point	Ctrl+Alt+Shift+"
Decrease	
1 point	Ctrl+Shift+:
½ ₀ point	Ctrl+Alt+Shift+:
COPYING PARAGRAPH ATTRIBUTES	COMMAND
Copy formats to selected paragraphs in text chain	Alt+Shift+click

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

TEXT COMMANDS

DRAGGING AND DROPPING TEXT	COMMAND
Drag-copy text (Interactive Preference on)	Shift+drag
SEARCHING FOR TEXT	ENTER IN FIND WHAT FIELD
Wild card (Find only)	Ctrl+?
Tab	\t
New paragraph	Ctrl+Enter
New line	Ctrl+Shift+Enter
New column	\c
New box	\b
Previous box page number character	Ctrl+2
Current page number character	Ctrl+3
Next box page number character	Ctrl+4
Punctuation space	Ctrl+. (period)
Flex space	Ctrl+Shift+F
Backslash	Ctrl+\
CLICKING BUTTONS IN CHECK SPELLING	COMMAND
Lookup	Alt+L
Skip	Alt+S
Add	Alt+A
Add all suspect words to auxiliary dictionary	Alt+Shift+click Close button
SPECIAL CHARACTERS	COMMAND
Indent here	Ctrl+\
Discretionary new line	Ctrl+Enter
New paragraph	Enter
New line	Shift+Enter
New column	Keypad Enter
New box	Shift+Keypad Enter
Right-indent tab	Shift+Tab

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

TEXT COMMANDS

HYPHENS AND DASHES	COMMAND
Breaking standard hyphen	Hyphen
Nonbreaking standard hyphen	Ctrl+=
Discretionary (soft) hyphen	Ctrl+hyphen
Nonbreaking en dash	Ctrl+Alt+Shift+hyphen
Breaking em dash	Ctrl+Shift+=
Nonbreaking em dash	Ctrl+Alt+Shift+=
SPACES	COMMAND
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
MOVING THE TEXT INSERTION POINT TO	COMMAND
Previous character	←
Next character	→
Previous line	↑
Next line	↓
Previous word	Ctrl+←
Next word	Ctrl+→
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


QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

TEXT COMMANDS

SELECTING CHARACTERS	COMMAND
Previous character	Shift+←
Next character	Shift+→
Previous line	Shift+↑
Next line	Shift+↓
Previous word	Ctrl+Shift+←
Next word	Ctrl+Shift+→
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	COMMAND
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	COMMAND
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

QUARKXPRESS KEYBOARD COMMAND GUIDE FOR WINDOWS

PICTURE COMMANDS

IMPORTING PICTURES	COMMAND
Import picture at 36 dpi	Shift+Open in Get Picture dialog box
Import color TIFF as grayscale	Ctrl+Open in Get Picture dialog box
Import grayscale TIFF as B&W	Ctrl+Open in Get Picture dialog box
Import EPS without adding spot colors	Ctrl+Open in Get Picture dialog box
Reimport all pictures in document	Ctrl+Open in Open dialog box
SCALING PICTURES	COMMAND
Increase 5%	Ctrl+Alt+Shift+>
Decrease 5%	Ctrl+Alt+Shift+<
RESIZING BOXES AND PICTURES	COMMAND
Resize box constraining box shape	Shift+drag
Resize box maintaining aspect ratio	Alt+Shift+drag
Resize box and scale picture	Ctrl+drag
Resize box and scale picture constraining box shape	Ctrl+Shift+drag
Resize box and scale picture maintaining proportions	Ctrl+Alt+Shift+drag
CENTERING AND FITTING PICTURES	COMMAND
Center	Ctrl+Shift+M
Fit to box	Ctrl+Shift+F
NUDDING PICTURES (CONTENT TOOL )	COMMAND
Left 1 point	←
Left 1/10 point	Alt+←
Right 1 point	→
Right 1/10 point	Alt+→
Up 1 point	↑
Up 1/10 point	Alt+↑
Down 1 point	↓
Down 1/10 point	Alt+↓
MODIFYING PICTURES	COMMAND
Negative	Ctrl+Shift+- (hyphen)
Picture Contrast Specifications dialog box	Ctrl+Shift+C
Picture Halftone Specifications dialog box	Ctrl+Shift+H