

## Menu Commands

### File Menu

|                  |                      |
|------------------|----------------------|
| New Document     | .CTRL+N              |
| New Library      | .CTRL+ALT+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              |
| Quit             | .CTRL+Q              |

### Edit Menu

|                   |                                   |
|-------------------|-----------------------------------|
| Undo              | .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                       |
| Application       |                                   |
| Preferences       | .CTRL+ALT+SHIFT+Y                 |
| Document          |                                   |
| Preferences       | .CTRL+Y                           |
| Paragraph tab     | .CTRL+ALT+Y                       |
| Trapping tab      | .CTRL+SHIFT+F12                   |
| Tool tab          | <b>Double-click item creation</b> |
|                   | <b>or Zoom tool</b>               |
| Style Sheets      | .SHIFT+F11                        |
| Colors            | .SHIFT+F12                        |
| H&Js              | .CTRL+SHIFT+F11                   |

### Style Menu For Text

|              |                          |
|--------------|--------------------------|
| Size → Other | .CTRL+SHIFT+\<br>(comma) |
| 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+/<br>(comma)    |
| 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<br>and delete text) | .ALT+Text to Box<br>(comma) |

### Style Menu For Pictures

|          |                         |
|----------|-------------------------|
| Negative | .CTRL+SHIFT+ - (hyphen) |
| Contrast | .CTRL+SHIFT+O           |
| Halftone | .CTRL+SHIFT+H           |

### Style Menu For Lines

|               |                          |
|---------------|--------------------------|
| Width → Other | .CTRL+SHIFT+\<br>(comma) |
|---------------|--------------------------|

### Item menu

|                 |                 |
|-----------------|-----------------|
| 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) |





## 4

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**

Constrain item rotation  
to 0°/45°/90° . . . . **SHIFT+while rotating**  
Constrain straight line angle  
to 0°/45°/90° . . . . **SHIFT+while creating,  
resizing, or rotating**

### Scrolling

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**

### Redrawing The Screen

Halt 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 Documents

Close document window . . . . **CTRL+F4**

### Selecting/Deselecting Items

Select hidden  
item . . . . . **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

Constrain rectangle to  
square or oval  
to circle . . . . . **SHIFT+while creating  
or resizing**

### Editing Bezier Items and Paths

Delete Bezier point **ALT+click point or  
backspace (Item tool)**  
Delete Bezier point  
while creating item . . . . . **backspace**  
Add Bezier 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 Bezier while creating item . . **CTRL**  
Retract  
curve handles **CTRL+SHIFT+click point**  
Expose  
curve handles **CTRL+SHIFT+drag point**  
Select all Bezier points  
in active item . . . . . **CTRL+SHIFT+A  
or triple-click point**  
Select all Bezier points  
in active path . . . . . **Double-click point**  
Constrain active point  
to 45° movement . . . **SHIFT+drag point**  
Constrain active curve  
handle to 45°  
movement . . **SHIFT+drag curve handle**  
Convert Bezier line to filled-center  
Bezier box . . . . **ALT+Item → Shape →**

### Opening Modify Dialog Box

Open Modify dialog  
box for selected  
item . . **Double-click item with Item tool**

## Item Commands

### Modifying Line Width

Increase  
 Preset range . . . . .CTRL+SHIFT+>  
 1 point . . . . .CTRL+ALT+SHIFT+>  
 Decrease  
 Preset range . . . . .CTRL+SHIFT+<  
 1 point . . . . .CTRL+ALT+SHIFT+<

### Moving Items

With no constraints . . . . .CTRL+drag  
 With horizontal/vertical  
 constraints . . . . .CTRL+SHIFT+drag

### Nudging Items (Item Tool)

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+↓

### Adding Automatic Page Numbers In Text Box

Previous text box . . . . .CTRL+2  
 Current text box . . . . .CTRL+3  
 Next text box . . . . .CTRL+4

## Text Commands

### Updating Text Flow

Reflow text  
 in current version  
 of QuarkXPress . . . . .ALT+Open in Open

### Changing Font

Font field in Measurements  
 palette . . . . .CTRL+ALT+SHIFT+M  
 Previous font . . . . .CTRL+SHIFT+F9  
 Next font . . . . .CTRL+F9

### Entering one Font Character

Symbol font  
 character . . . . .CTRL+SHIFT+Q  
 Zapf Dingbats font  
 character . . . . .CTRL+SHIFT+Z

### Modifying Font Size

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

### 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+}  
 1/20 em . . . . .CTRL+ALT+SHIFT+}  
 Decrease  
 1/20 em . . . . .CTRL+SHIFT+{  
 1/20 em . . . . .CTRL+ALT+SHIFT+{

### Modifying Baseline Shift

Up 1 point . . . . .CTRL+ALT+SHIFT+)  
 Down 1 point . . . . .CTRL+ALT+SHIFT+(

### Modifying Leading (Auto to Absolute)

Increase  
 1 point . . . . .CTRL+SHIFT+”  
 1/10 point . . . . .CTRL+ALT+SHIFT+”

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Decrease

1 point . . . . . **CTRL+SHIFT+:**

1/10 point . . . . **CTRL+ALT+SHIFT+:**

### Copying Paragraph Attributes

Copy formats to selected

paragraphs in

text chain . . . . . **ALT +SHIFT i+click**

### Dragging and Dropping text

Drag-copy text (Interactive

Preference on) . . . . . **SHIFT+drag**

### Searching for Text

Wild card (Find only) . . . . . **CTRL+?**

Tab . . . . . **CTRL+tab**

New paragraph . . . . . **CTRL+ENTER**

New line . . . . . **CTRL+SHIFT+ENTER**

New column . . . . . **.c**

New box . . . . . **.b**

Previous box page number . . . **CTRL+2**

Current box page number . . . **CTRL+3**

Next box page number . . . . . **CTRL+4**

Punctuation space . . . **CTRL+ (period)**

Flex space . . . . . **CTRL+SHIFT+F**

Backslash . . . . . **CTRL+\**

### Clicking Buttons in Check Spelling

Lookup . . . . . **ALT+L**

Skip . . . . . **ALT+S**

Add . . . . . **ALT+A**

Add all suspect

words to auxiliary

dictionary . . . . . **ALT+SHIFT+Close**

### Special Characters

Indent here . . . . . **CTRL+\**

Discretionary new line . . **CTRL+ENTER**

New paragraph . . . . . **ENTER**

New line . . . . . **SHIFT+ENTER**

New column . . . . . **ENTER (keypad)**

New box . . . . . **SHIFT+ENTER (keypad)**

Right-indent tab . . . . . **SHIFT+tab**

### Hyphens and Dashes

Breaking standard hyphen . . . . **.hyphen**

Nonbreaking standard hyphen . **CTRE+=**

Discretionary (soft)

hyphen . . . . . **CTRL+hyphen**

Nonbreaking

en dash . . **CTRE+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 or CTRL+6**

Nonbreaking

punctuation

space . . . . . **CTRL+SHIFT+space or**

**CTRL+ALT+6**

### Moving The Text Insertion Point to

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**

## Highlighting Characters

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 Highlight Characters

Position Text Insertion point . . **One click**  
 Highlight word . . **Two clicks in the word**  
 Highlight word  
 and its period,  
 comma, etc. **Two clicks between word**  
**and punctuation**  
 Highlight line . . . . . **Three clicks**  
 Highlight paragraph . . . . . **Four clicks**  
 Highlight 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**  
 Highlighted characters . . . **DELETE** or  
**backspace**

## Picture Commands

### Importing Pictures

Import picture  
 at 36 dpi . . **SHIFT+Open in Get Picture**  
 Import color TIFF  
 as grayscale **CTRL+Open in Get Picture**

Import grayscale TIFF  
 as B&W . . . **CTRL+Open in Get Picture**  
 Import EPS without adding  
 spot colors . **CTRL+Open in Get Picture**  
 Reimport all pictures  
 in document . . . **CTRL+Open in Open**

### Scaling Pictures

Increase 5% . . . **CTRL+ALT+SHIFT+>**  
 Decrease 5% . . . **CTRL+ALT+SHIFT+<**

### Resizing Boxes and Pictures

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

Center . . . . . **CTRL+SHIFT+M**  
 Fit to box . . . . . **CTRL+SHIFT+F**  
 Fit to box maintaining  
 proportions . . . . **CTRL+ALT+SHIFT+F**

### Nudging Pictures (Content Tool)

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

Negative . . . **CTRL+SHIFT+ - (hyphen)**  
 Picture Contrast Specifications  
 dialog box . . . . . **CTRL+SHIFT+C**  
 Picture Halftone Specifications  
 dialog box . . . . . **CTRL+SHIFT+H**