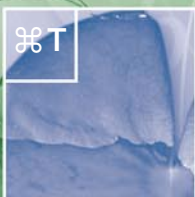
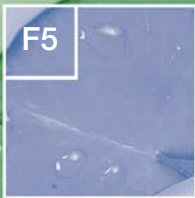
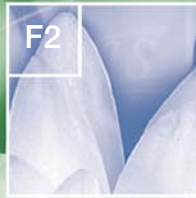
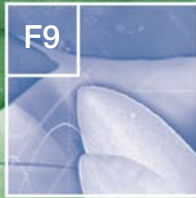
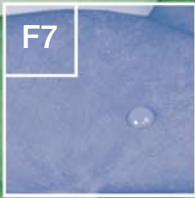


# FOR MAC OS



# QuarkXPress™

Keyboard Command Guide

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## **QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS**

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# QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

MENU COMMANDS	
<b>APPLE MENU</b>	<b>COMMAND</b>
QuarkXPress™ Environment	Option+About QuarkXPress or Control+Option+E
<b>FILE MENU</b>	<b>COMMAND</b>
New Document	⌘+N
New Library	⌘+Option+N
New Web Document	⌘+Option+Shift+N
Open	⌘+O
Close	⌘+W
Save	⌘+S
Save as	⌘+Option+S
Revert to last Auto Save	Option+Revert to Saved
Get Text/Picture	⌘+E
Save Text	⌘+Option+E
Append	⌘+Option+A
Save Page as EPS	⌘+Option+Shift+S
Document Setup	⌘+Option+Shift+P
Page Setup	⌘+Option+P
Print	⌘+P
Quit	⌘+Q
<b>EDIT MENU</b>	<b>COMMAND</b>
Undo/Redo	⌘+Z or F1
Cut	⌘+X or F2
Copy	⌘+C or F3
Paste	⌘+V or F4
Select All	⌘+A
Find/Change	⌘+F
Close Find/Change	⌘+Option+F
Paragraph pane (Preferences dialog box)	⌘+Option+Y
Trapping pane (Preferences dialog box)	Option+Shift+F12
Tool pane (Preferences dialog box)	Double-click item creation or Zoom tool 
Style Sheets	Shift+F11
Colors	Shift+F12
H&Js	⌘+Option+H or Option+Shift+F11


# QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

## MENU COMMANDS

STYLE MENU FOR TEXT	COMMAND
Size → Other	⌘+Shift+\\
Type Styles	
Plain	⌘+Shift+P
Bold	⌘+Shift+B
Italic	⌘+Shift+I
Underline	⌘+Shift+U
Word Underline	⌘+Shift+W
Strike Thru	⌘+Shift+ /
Outline	⌘+Shift+O
Shadow	⌘+Shift+S
All Caps	⌘+Shift+K
Small Caps	⌘+Shift+H
Superscript	⌘+Shift++ (plus)
Subscript	⌘+Shift+- (hyphen)
Superior	⌘+Shift+V
Character	⌘+Shift+D
Alignment	
Left	⌘+Shift+L
Centered	⌘+Shift+C
Right	⌘+Shift+R
Justified	⌘+Shift+J
Forced	⌘+Option+Shift+J
Leading	⌘+Shift+E
Formats	⌘+Shift+F
Tabs	⌘+Shift+T
Rules	⌘+Shift+N
Text to Box (anchor boxes and delete text)	Option+Text to Box
STYLE MENU FOR PICTURES	COMMAND
Negative	⌘+Shift+- (hyphen)
Contrast	⌘+Shift+C
Halftone	⌘+Shift+H
STYLE MENU FOR LINES	COMMAND
Width → Other	⌘+Shift+\\

# QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

## MENU COMMANDS

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

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

### MENU COMMANDS

VIEW MENU	COMMAND
Fit in Window	⌘+0 (zero)
Fit largest spread in window	Option+Fit in Window or C+Option+0 (zero)
Actual Size	⌘+1
Thumbnails	Shift+F6
Show/Hide Guides	F7
Show/Hide Baseline Grid	Option+F7
Snap to Guides	Shift+F7
Show/Hide Rulers	⌘+R
Show/Hide Invisibles	⌘+I
Show/Hide Tools	F8
Show/Hide Measurements	F9
Show/Hide Document Layout	F10
Show/Hide Style Sheets	F11
Show/Hide Colors	F12
Show/Hide Trap Information	Option+F12
Show/Hide Lists	Option+F11
UTILITIES MENU	COMMAND
Check Spelling → Word/Selection	⌘+L
Check Spelling → Story	⌘+Option+L
Check Spelling → Document	⌘+Option+Shift+L
Suggested Hyphenation	⌘+H
Usage dialog box	
Fonts tab	F13
Pictures tab	Option+F13

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

### DIALOG BOX COMMANDS

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

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

PALETTE COMMANDS	
TOOL PALETTE	COMMAND
Display/Hide palette	F8
Select next tool (or display palette)	⌘+Option+Tab
Select previous tool (or display palette)	⌘+Option+Shift+Tab
Keep a tool selected	Option+click tool
Open Tool pane of Preferences	Double-click item creation tool or Zoom tool
MEASUREMENTS PALETTE	COMMAND
Display palette	F9
Select first field (or display palette)	⌘+Option+M
Select font field (or display palette)	⌘+Option+Shift+M
Select next field	Tab
Select previous field	Shift+Tab
Exit/Apply	Return or Enter
Exit/Cancel	⌘+. (period)
DOCUMENT LAYOUT PALETTE	COMMAND
Display palette	F10
Open Section dialog box for selected page	Click lower-left corner of palette
Open Insert Pages dialog box	Option+drag master page into document area
STYLE SHEETS PALETTE	COMMAND
Display palette	F11
Display edit style sheet context menu	Control+click style sheet
Open Edit Style Sheet dialog box	⌘+click style sheet
Apply <i>No Style</i> , then style sheet	Option+click style sheet
COLORS PALETTE	COMMAND
Display palette	F12
Open Colors dialog box	⌘+click color name
TRAP INFORMATION PALETTE	COMMAND
Display palette	Option+F12

# QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

## PALETTE COMMANDS

<b>LISTS PALETTE</b>	<b>COMMAND</b>
Display palette	Option+F11
<b>INDEX PALETTE</b>	<b>COMMAND</b>
Display palette	⌘+Option+I
Select Text field	⌘+Option+I
Click Add button	⌘+Option+Shift+I
Edit selected index entry	Double-click
<b>FIND/CHANGE PALETTE</b>	<b>COMMAND</b>
Display palette	⌘+F
Close palette	⌘+Option+F
Change Find Next button to Find First	Option+Find Next


# QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

## DOCUMENT COMMANDS




TILING AND STACKING DOCUMENTS	COMMAND
Windows submenu (View menu)	
Tile or Stack at Actual Size	Control+Tile/Stack
Tile or Stack at Fit in Window	⌘+Tile/Stack
Tile or Stack at Thumbnails	Option+Tile/Stack
Shortcut to Windows submenu	Shift+click title bar
Tile or Stack at Actual Size from title bar	Control+Shift+click title bar+Tile/Stack
Tile or Stack at Fit in Window from title bar	⌘+Shift+click title bar+Tile/Stack
Tile or Stack at Thumbnails from title bar	Option+Shift+click title bar+Tile/Stack
DISPLAYING PAGES	COMMAND
Go to Page dialog box	⌘+J
Display [master pages]	Shift+F10
Display [next master page]	Option+F10
Display [previous master page]	Option+Shift+F10
Display Document (master page displayed)	Shift+F10
CHANGING VIEWS	COMMAND
Access view percentage field	Control+V
Any view to Actual Size (Caps Lock on)	Option+click
Actual Size to Fit in Window (Caps Lock on)	Option+click
Any view to 200%	⌘+Option+click
200% to Actual Size	⌘+Option+click
Fit largest spread in window	Option+Fit in Window or ⌘+Option+0 (zero)
Zoom in	Control+Shift+click or drag
Zoom out	Control+Option+click/drag
REDRAWING THE SCREEN	COMMAND
Halt redraw	⌘+. (period)
Force redraw	⌘+Option+. (period)
DELETING RULER GUIDES	COMMAND
Delete horizontal ruler guides	Option+click horizontal ruler
Delete vertical ruler guides	Option+click vertical ruler

# QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

## DOCUMENT COMMANDS


CLOSING DOCUMENTS	COMMAND
Close document window	⌘+W
Close all document windows	Option+click close box or ⌘+Option+W
SCROLLING	COMMAND
With Page Grabber Hand 	Option+drag
Enable Live Scroll (Interactive Preference off)	Option+drag scroll box
Disable Live Scroll (Interactive Preference on)	Option+drag scroll box
To start of document	Control+A
To end of document	Control+D
Up one screen	Control+K
Down one screen	Control+L
To first page	Control+Shift+A
To last page	Control+Shift+D
To previous page	Control+Shift+K
To next page	Control+Shift+L
Extended keyboard	
Start of document	Home
End of document	End
Up one screen	Page up
Down one screen	Page down
To first page	Shift+Home
To last page	Shift+End
To previous page	Shift+Page Up
To next page	Shift+Page Down

# QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

ITEM COMMANDS	
<b>SELECTING/DESELECTING ITEMS</b>	<b>COMMAND</b>
Select item at back or behind	⌘+Option+Shift+click where items overlap
Select multiple items or points	Shift+click
Deselect all items	Tab (Item tool  selected)
<b>CREATING, RESIZING, AND ROTATING ITEMS</b>	<b>COMMAND</b>
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 items rotating
<b>OPENING MODIFY DIALOG BOX</b>	<b>COMMAND</b>
Open Modify dialog box	Double-click item with Item tool 
<b>MODIFYING LINE WIDTH</b>	<b>COMMAND</b>
Increase	
Preset range	⌘+Shift+>
1 point	⌘+Option+Shift+>
Decrease	
Preset range	⌘+Shift+<
1 point	⌘+Option+Shift+<
<b>EDITING BÉZIER ITEMS AND PATHS</b>	<b>COMMAND</b>
Delete Bézier point	Option+click point
Delete active Bézier point while creating item	Delete
Add Bézier point	Option+click segment
Corner to smooth point (depending on preferences)	Control+drag curve handle or Control+Shift+drag curve handle
Smooth to corner point (depending on preferences)	Control+drag curve handle or Control+Shift+drag curve handle
Smooth to corner point while creating item	⌘+Control+drag curve handle
Edit Bézier while creating item	⌘ while creating item
Retract curve handles (depending on preferences)	Control+click point or Control+Shift+click point
Expose curve handles (depending on preferences)	Control+drag point or Control+Shift+drag point
Select all Bézier points in active item (single path)	⌘+Shift+A or double-click point
Select all Bézier points in active item (multiple paths)	⌘+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	Option+ Item → Shape → 

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

### ITEM COMMANDS

MOVING ITEMS	COMMAND
With no constraints	Drag (Item tool) or ⌘+drag (Content tool)
With horizontal/vertical constraints	Shift+drag (Item tool) or ⌘+Shift+drag (Content tool)
NUDGING ITEMS (ITEM TOOL  )	COMMAND
Left 1 point	←
Left 1/10 point	Option+←
Right 1 point	→
Right 1/10 point	Option+→
Up 1 point	↑
Up 1/10 point	Option+↑
Down 1 point	↓
Down 1/10 point	Option+↓

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

TEXT COMMANDS	
<b>ADDING AUTOMATIC PAGE NUMBERS IN TEXT BOX</b>	<b>COMMAND</b>
Previous box page number character	⌘+2
Current page number character	⌘+3
Next box page number character	⌘+4
<b>UPDATING TEXT FLOW IN A DOCUMENT</b>	<b>COMMAND</b>
Reflow text as current version of QuarkXPress	Option+Open in Open dialog box
<b>CHANGING FONT</b>	<b>COMMAND</b>
Font field in Measurements palette	⌘+Option+Shift+M
Previous font	Option+Shift+F9
Next font	Option+F9
<b>ENTERING ONE FONT CHARACTER</b>	<b>COMMAND</b>
Symbol font character	⌘+Shift+Q
<b>MODIFYING FONT SIZE</b>	<b>COMMAND</b>
Increase	
Preset range	⌘+Shift+>
1 point	⌘+Option+Shift+>
Decrease	
Preset range	⌘+Shift+<
1 point	⌘+Option+Shift+<
Resize interactively	
Proportional	⌘+Option+Shift+drag handle
Constrained	⌘+Shift+drag handle
Nonproportional	⌘+drag handle
<b>MODIFYING HORIZONTAL/VERTICAL SCALING</b>	<b>COMMAND</b>
Increase	
5%	⌘+]
1%	⌘+Option+]
Decrease	
5%	⌘+[
1%	⌘+Option+[

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

TEXT COMMANDS	
MODIFYING KERNING/TRACKING	COMMAND
Increase	
½ em	⌘+Shift+)
½ <sub>00</sub> em	⌘+Option+Shift+)
Decrease	
½ em	⌘+Shift+{
½ <sub>00</sub> em	⌘+Option+Shift+{
MODIFYING BASELINE SHIFT	COMMAND
Up 1 point	⌘+Option+Shift++ (plus)
Down 1 point	⌘+Option+Shift+- (hyphen)
MODIFYING LEADING	COMMAND
Increase	
1 point	⌘+Shift+"
½ <sub>0</sub> point	⌘+Option+Shift+"
Decrease	
1 point	⌘+Shift+:
½ <sub>0</sub> point	⌘+Option+Shift+:
COPYING PARAGRAPH ATTRIBUTES	COMMAND
Copy formats to selected paragraphs in text chain	Option+Shift+click
DRAGGING AND DROPPING TEXT	COMMAND
Drag+copy text (Interactive Preference on)	Shift+drag
Drag text (Interactive Preference off)	⌘+Control+drag
Drag+copy text (Interactive Preference off)	⌘+Control+Shift+drag
CLICKING BUTTONS IN CHECK SPELLING	COMMAND
Look up	⌘+L
Skip	⌘+S
Add	⌘+A
Add all suspect words to auxiliary dictionary	Option+Shift+click Done button

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

### TEXT COMMANDS

SEARCHING FOR TEXT	ENTER IN FIND WHAT FIELD
Wild card (Find only)	⌘ + /
Tab	\t
New paragraph	⌘ + Return
New line	⌘ + Shift + Return
New column	⌘ + Enter
New box	⌘ + Shift + Enter
Previous box page number character	⌘ + 2
Current page number character	⌘ + 3
Next box page number character	⌘ + 4
Punctuation space	⌘ + . (period)
Flex space	⌘ + Shift + F
Backslash	⌘ + \
SPECIAL CHARACTERS	COMMAND
Indent here	⌘ + \
Discretionary new line	⌘ + Return
New paragraph	Return
New line	Shift + Return
New column	Enter
New box	Shift + Enter
Right-indent tab	Option + Tab
HYPHENS AND DASHES	COMMAND
Breaking standard hyphen	- (hyphen)
Nonbreaking standard hyphen	⌘ +=
Discretionary (soft) hyphen	⌘ + -(hyphen)
Break at discretionary hyphens only	⌘ + -(hyphen) immediately before word
Nonbreaking en dash	Option + -(hyphen)
Breaking em dash	Option + Shift + -(hyphen)
Nonbreaking em dash	⌘ + Option +=

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

### TEXT COMMANDS


SPACES	COMMAND
Breaking standard space	Space
Nonbreaking standard space	⌘+5
Breaking en space	Option+Space
Nonbreaking en space	⌘+Option+Space or ⌘+Option+5
Breaking flexible space	Option+Shift+Space
Nonbreaking flexible space	⌘+Option+Shift+Space
Breaking punctuation space	Shift+Space
Nonbreaking punctuation space	⌘+Shift+Space
MOVING THE TEXT INSERTION POINT TO	COMMAND
Previous character	←
Next character	→
Previous line	↑
Next line	↓
Previous word	⌘+←
Next word	⌘+→
Previous paragraph	⌘+↑
Next paragraph	⌘+↓
Start of line	⌘+Option+←
End of line	⌘+Option+→
Start of story	⌘+Option+↑
End of story	⌘+Option+↓
SELECTING CHARACTERS	COMMAND
Previous character	Shift+←
Next character	Shift+→
Previous line	Shift+↑
Next line	Shift+↓
Previous word	⌘+Shift+←
Next word	⌘+Shift+→
Previous paragraph	⌘+Shift+↑
Next paragraph	⌘+Shift+↓
Start of line	⌘+Option+Shift+←
End of line	⌘+Option+Shift+→
Start of story	⌘+Option+Shift+↑
End of story	⌘+Option+Shift+↓

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

### TEXT COMMANDS

<b>CLICKING THE MOUSE TO SELECT TEXT</b>	<b>COMMAND</b>
Position Text Insertion point	One click
Select word	Two clicks in the word
Selected word and its period, comma, etc.	Two clicks between word and punctuation
Select line	Three clicks
Select paragraph	Four clicks
Select story	Five clicks
<b>DELETING CHARACTERS</b>	<b>COMMAND</b>
Previous character	Delete
Next character	Shift+Delete
Next character (extended keyboard)	⌘
Previous word	⌘+Delete
Next word	⌘+Shift+Delete
Selected characters	Delete

## QUARKXPRESS KEYBOARD COMMAND GUIDE FOR MAC OS

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