


## VIEWING THE DOCUMENT

Any view to 200% view . . . . . ⌘-Option-CLICK  
200% view to actual size view . . . . . ⌘-Option-CLICK  
Fit page in window . . . . . ⌘-ZERO  
Fit pasteboard in window . . . . . ⌘-Option-ZERO  
Actual size view . . . . . ⌘-1  
Thumbnail view . . . . . ⇧-F6  
Change view percent field . . . . . Control-V  
Zoom in . . . . . Control-CLICK or DRAG  
Zoom out . . . . . Control-Option-CLICK or DRAG  
View beginning of document . . . . . Control-A or HOME  
View end of document . . . . . Control-D or END  
Scroll up 1 screen . . . . . Control-K or PAGE UP  
Scroll down 1 screen . . . . . Control-L or PAGE DOWN  
View first page . . . . . Control-⇧-A or ⇧-HOME  
View last page . . . . . Control-⇧-D or ⇧-END  
View previous page . . . . . Control-⇧-K or ⇧-PAGE UP  
View next page . . . . . Control-⇧-L or ⇧-PAGE DOWN  
Display master page/document . . . . . ⇧-F10  
Display next master page . . . . . Option-F10  
Display previous master page . . . . . Option-⇧-F10  
Go to page . . . . . ⌘-J  
Live scroll . . . . . Option-DRAG scroll box  
Scroll with grabber hand . . . . . Option-DRAG  
Show/Hide guides . . . . . F7  
Snap to guides on/off . . . . . ⇧-F7  
Show/Hide baseline grid . . . . . Option-F7  
Show/Hide rulers . . . . . ⌘-R  
Show/Hide invisibles . . . . . ⌘-I  
Delete all ruler guides . . . . . Option-CLICK on ruler  
View > Windows > Tile/Stack  
    Tile/Stack at Actual size . . . . . Control-Tile/Stack  
    Tile/Stack at Fit in Window size . . . . . ⌘-Tile/Stack  
    Tile/Stack at Thumbnail size . . . . . Option-Tile/Stack  
    Shortcut to Windows submenu . . . . . ⇧-CLICK title bar

## UTILITIES

Check spelling of word . . . . . ⌘-L  
Check spelling of story . . . . . ⌘-Option-L  
Check spelling of document . . . . . ⌘-Option-⇧-L  
Suggested Hyphenation . . . . . ⌘-H  
Font Usage . . . . . F13  
Picture Usage . . . . . Option-F13  
Help . . . . . ⌘-?  
QuarkXPress Environment box . . . . . Option-About QuarkXPress

## SPECIAL CHARACTERS

New line . . . . . ⇧-RETURN  
Discretionary new line . . . . . ⌘-RETURN  
New column . . . . . Keypad ENTER  
New box . . . . . ⇧-Keypad ENTER  
Indent here . . . . . ⌘-\  
Right indent tab . . . . . Option-TAB  
Page number of previous text box . . . . . ⌘-2  
Page number of current text box . . . . . ⌘-3  
Page number of next text box  . . . . . ⌘-4  
Discretionary (soft) hyphen . . . . . ⌘--  
Nonbreaking standard hyphen . . . . . ⌘=-  
Nonbreaking en-dash . . . . . Option--  
Breaking em-dash . . . . . Option-⇧--  
Nonbreaking em-dash . . . . . ⌘-Option=-  
Nonbreaking standard space . . . . . ⌘-SPACE  
Breaking en-space . . . . . Option-SPACE  
Nonbreaking en-space . . . . . ⌘-Option-SPACE  
Breaking flex space . . . . . Option-⇧-SPACE  
Nonbreaking flex space . . . . . ⌘-Option-⇧-SPACE  
Breaking punctuation space . . . . . ⇧-SPACE  
Nonbreaking punctuation space . . . . . ⌘-⇧-SPACE  
Opening double quotes (") . . . . . Option-[  
Closing double quotes (") . . . . . Option-⇧-[  
Opening single quotes (') . . . . . Option-]  
Closing single quotes (') . . . . . Option-⇧-]  
Trademark (™) . . . . . Option-2  
Register mark (®) . . . . . Option-R  
Copyright mark (©) . . . . . Option-G  
Solid bullet (●) . . . . . Option-8  
Degree (°) . . . . . Option-⇧-8

## FOR USE IN DIALOG BOXES

OK (or highlighted button) . . . . . RETURN or ENTER  
Cancel . . . . . ⌘-.  
Apply . . . . . ⌘-A  
Keep Apply button selected . . . . . ⌘-Option-A or Option-CLICK Apply  
Yes . . . . . ⌘-Y  
No . . . . . ⌘-N  
Select field . . . . . Double-CLICK  
Select next field . . . . . TAB  
Select previous field . . . . . ⇧-TAB

Display previous tab . . . . . ⌘-⇧-TAB  
Revert to original dialog box values . . . . . ⌘-Z

## PALETTES

Show/Hide tool palette . . . . . F8  
    Select next tool . . . . . ⌘-TAB or Option-F8  
    Select previous tool . . . . . ⌘-⇧-TAB or Option-⇧-F8  
    Keep a tool selected . . . . . Option-CLICK on tool  
    Open Tool Preferences dialog box . . . . . Double-CLICK on tool  
    Add/Remove tool from toolbox . . . . . Control-CLICK on tool  
Show/Hide measurements palette . . . . . F9  
    Select first field . . . . . ⌘-Option-M  
    Select *font* field . . . . . ⌘-Option-⇧-M or ⇧-F9  
Show/Hide Document Layout palette . . . . . F10  
    Open Section dialog . . . . . CLICK lower-left corner of palette  
    Open Insert Pages dialog . . . . . Option-DRAG master page icon  
Show/Hide Style palette . . . . . F11  
    Edit Style Sheets dialog . . . . . ⇧-F11 or ⌘-CLICK style name  
    Display edit style pop-up menu . . . . . Control-CLICK style name  
    Apply *No Style*, then Style Sheet . . . . . Option-CLICK style name  
Show/Hide Colors palette . . . . . F12  
    Edit Colors . . . . . ⇧-F12 or ⌘-CLICK on color name in palette  
Show/Hide Lists palette . . . . . Option-F11  
Show/Hide Trap Information palette . . . . . Option-F12  
Show/highlight Index palette . . . . . ⌘-Option-I  
    Click Add button . . . . . ⌘-Option-⇧-I  
    Edit Index entry . . . . . Double-CLICK index entry  
Show Find/Change palette . . . . . ⌘-F  
Hide Find/Change palette . . . . . ⌘-Option-F  
    Find first occurrence . . . . . Option-CLICK on Find Next  
    Find *tab* characters . . . . . ⌘-TAB  
    Find *new paragraph* characters . . . . . ⌘-RETURN  
    Find *new line* characters . . . . . ⌘-⇧-RETURN  
    Find *new column* characters . . . . . ⌘-Keypad ENTER  
    Find *new box* characters . . . . . ⌘-⇧-Keypad ENTER  
    Find *previous box page #* characters . . . . . ⌘-2  
    Find *current box page #* characters . . . . . ⌘-3  
    Find *next box page #* characters . . . . . ⌘-4  
    Find *wild card* characters . . . . . ⌘-?  
    Find *backslash* (\) characters . . . . . ⌘-\  
    Find *flex space* characters . . . . . ⌘-⇧-F  
    Find *punctuation space* characters . . . . . ⌘-.

## KEY

⌘ is the COMMAND key  
⇧ is the SHIFT key

# QuarkXPress Shortcuts

MACINTOSH VERSION 4.0

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## FILE MENU

New Document	⌘-N
New Library	⌘-Option-N
Open Document/Library	⌘-O
Close	⌘-W
Save	⌘-S
Save As	⌘-Option-S
Save Page As EPS	⌘-Option-⇧-S
Revert to the last auto-save	Option-Revert to Saved
Get Text/Picture	⌘-E
Save Text	⌘-Option-E
Append	⌘-Option-A
Print	⌘-P
Page Setup	⌘-Option-P
Document Setup	⌘-Option-⇧-P
Quit	⌘-Q

## EDIT MENU

Undo	F1 or ⌘-Z
Cut	F2 or ⌘-X
Copy	F3 or ⌘-C
Paste	F4 or ⌘-V
Select All	⌘-A
Document General Preferences	⌘-Y
Paragraph Preferences	⌘-Option-Y
Application Preferences	⌘-Option-⇧-Y
Trapping Preferences	Option-⇧-F12
Edit Style Sheets	⇧-F11
Edit Colors	⇧-F12
Edit H&Js	⌘-Option-H or Option-⇧-F11

## TEXT FORMATTING

Character specifications	⌘-⇧-D
Plain text	⌘-⇧-P
Bold text	⌘-⇧-B
Italic text	⌘-⇧-I
Underline text	⌘-⇧-U
Word underline	⌘-⇧-W
Strike thru text	⌘-⇧-/
Outline text	⌘-⇧-O
Shadow text	⌘-⇧-S
All caps	⌘-⇧-K
Small Caps	⌘-⇧-H
SuperScript	⌘-⇧-+
SubScript	⌘-⇧--

Superior	⌘-⇧-V
Enter one Symbol font character	⌘-⇧-Q
Enter one Zapf Dingbat font character	⌘-⇧-Z
Next font	Option-F9
Previous font	Option-⇧-F9
Increase font size by preset range	⌘-⇧->
Increase font size by 1 pt	⌘-Option-⇧->
Decrease font size by preset range	⌘-⇧-<
Decrease font size by 1 pt	⌘-Option-⇧-<
Scale characters	⌘-DRAG text box handle
Scale chars. proportionally	⌘-Option-⇧-DRAG text box handle
Other size	⌘-⇧-\
Horizontal/vertical scale up 5%	⌘-]
Horizontal/vertical scale down 5%	⌘-[
Horizontal/vertical scale up 1%	⌘-Option-]
Horizontal/vertical scale down 1%	⌘-Option-[
Kern/Track apart <sup>10</sup> / <sub>200</sub> em-space	⌘-⇧-}
Kern/Track apart <sup>1</sup> / <sub>200</sub> em-space	⌘-Option-⇧-}
Kern/Track together <sup>10</sup> / <sub>200</sub> em-space	⌘-⇧-{
Kern/Track together <sup>1</sup> / <sub>200</sub> em-space	⌘-Option-⇧-{
Increase baseline shift 1 pt	⌘-Option-⇧-+
Decrease baseline shift 1 pt	⌘-Option-⇧--
Paragraph Formats	⌘-⇧-F
Copy paragraph formats to selection	Option-⇧-CLICK
Leading	⌘-⇧-E
Increase leading by 1 pt	⌘-⇧-"
Increase leading by <sup>1</sup> / <sub>10</sub> pt	⌘-Option-⇧-"
Decrease leading by 1 pt	⌘-⇧-:
Decrease leading by <sup>1</sup> / <sub>10</sub> pt	⌘-Option-⇧-:
Left paragraph alignment	⌘-⇧-L
Centered paragraph alignment	⌘-⇧-C
Right paragraph alignment	⌘-⇧-R
Justified paragraph alignment	⌘-⇧-J
Force justified alignment	⌘-Option-⇧-J
Tabs	⌘-⇧-T
Remove all tabs	Option-CLICK on tab ruler
Rules (above/below paragraph)	⌘-⇧-N

## LINE FORMATTING

Increase line width by preset range	⌘-⇧->
Increase line width by 1 pt	⌘-Option-⇧->
Decrease line width by preset range	⌘-⇧-<
Decrease line width by 1 pt	⌘-Option-⇧-<
Other width	⌘-⇧-\
Resize line, constrain to same angle	Option-⇧-DRAG

## PICTURE FORMATTING

Negative	⌘-⇧--
Halftone specifications	⌘-⇧-H
Contrast specifications	⌘-⇧-C
Scale picture up 5%	⌘-Option-⇧->
Scale picture down 5%	⌘-Option-⇧-<
Center picture	⌘-⇧-M
Fit picture exactly to a box	⌘-⇧-F
Fit picture to a box, maint. aspect ratio	⌘-Option-⇧-F
Resize picture box, constrain	⇧-DRAG
Resize picture box, maintain aspect ratio	Option-⇧-DRAG
Scale box & picture	⌘-DRAG
Scale box & picture, constrain	⌘-⇧-DRAG
Scale box & picture, maint. aspect ratio	⌘-Option-⇧-DRAG
Move picture within picture box	
Left/Right 1 point	⇐/⇒
Left/Right <sup>1</sup> / <sub>10</sub> point	Option-⇐/Option-⇒
Up/Down 1 point	↑/↓
Up/Down <sup>1</sup> / <sub>10</sub> point	Option-↑/Option-↓
Convert line art TIFF to gray scale	Option-Open
Convert gray TIFF to line art, color TIFF to gray	⌘-Open
Import picture at 36 dpi	⇧ when getting a picture
Prevent EPS colors from imp. w/graphic	⌘-Open
Force reimport of all pictures	⌘-while opening the file

## NAVIGATING, SELECTING, & DELETING TEXT

Move to Previous/Next word	⌘-⇐/⌘-⇒
Move to Previous/Next paragraph	⌘-↑/⌘-↓
Move to Start of line	⌘-Option-⇐
Move to End of line	⌘-Option-⇒
Move to Start of story	⌘-Option-↑
Move to End of story	⌘-Option-↓
Select Previous/Next character	⇧-⇐ / ⇧-⇒
Select Previous/Next line	⇧-↑ / ⇧-↓
Select Previous/Next word	⌘-⇧-⇐ / ⌘-⇧-⇒
Select Previous/Next para.	⌘-⇧-↑ / ⌘-⇧-↓
Select to Start of line	⌘-Option-⇧-⇐
Select to End of line	⌘-Option-⇧-⇒
Select to Start of story	⌘-Option-⇧-↑
Select to End of story	⌘-Option-⇧-↓
Select a word	Double-CLICK
Select a word & punct.	Double-CLICK between word & punct.
Select a line	Triple-CLICK
Select a paragraph	Four CLICKS
Select the current story	Five CLICKS

Delete previous character or selected text	DELETE
Delete next character	⇧-DELETE, or Del key
Delete previous word	⌘-DELETE
Delete next word	⌘-⇧-DELETE

## ITEM EDITING

Modify	⌘-M or DOUBLE-CLICK on item
Frame	⌘-B
Runaround	⌘-T
Clipping Path	⌘-Option-T
Duplicate	⌘-D
Step and Repeat	⌘-Option-D
Group / Ungroup	⌘-G / ⌘-U
Delete	⌘-K
Lock/Unlock	F6
Space/Align	⌘-,
Bring to Front / Send to Back	F5 / ⇧-F5
Bring forward one layer	Option-F5
Send backward one layer	Option-⇧-F5
Select hidden items	⌘-Option-⇧-CLICK where items overlap
Moving Selected Items	
Left/Right 1 point	⇐ / ⇒
Left/Right <sup>1</sup> / <sub>10</sub> point	Option-⇐ / Option-⇒
Up/Down 1 point	↑ / ↓
Up/Down <sup>1</sup> / <sub>10</sub> point	Option-↑ / Option-↓
With no constraints	⌘-DRAG
With horizontal/vertical constraints	⌘-⇧-DRAG
Edit Shape	⇧-F4
Edit Runaround	Option-F4
Edit Clipping Path	Option-⇧-F4
Modifying Bezier Paths	
Create a control point	Option-CLICK on path
Delete a control point	Option-CLICK on control point
Constrain line or handle movement	⇧-DRAG
Suspend reflow while editing runaround	SPACEBAR
Edit Bézier while creating curve	⌘
Select all control points	⌘-⇧-A
Switch curve to corner	Control-DRAG a handle
Retract curve handles	Control-CLICK point
Expose curve handles	Control-DRAG point
Convert to Corner Point	Option-F1
Convert to Curve Point	Option-F2
Convert to Symmetrical Point	Option-F3
Convert to Straight Segment	Option-⇧-F1
Convert to Curved Segment	Option-⇧-F2