

QuarkCopyDesk 2015

Keyboard Command Guide: Windows

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Managing a document

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

Menu commands (Windows®)

File menu

New Article	Ctrl+N
Open	Ctrl+O
Close	Ctrl+F4
Save	Ctrl+S
Save As	Ctrl+Alt+S
Revert to last Auto Save	Alt+Revert to Saved
Import	Ctrl+E
Save Text	Ctrl+Alt+E
Print	Ctrl+P
Exit	Ctrl+Q
Display Output Profile Jobs dialog box	Ctrl+Alt+P

Edit menu

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
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
Style Sheets dialog box	Shift+F11
Colors dialog box	Shift+F12
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

Notes submenu	
Open/close note	Ctrl+Shift+A
Open notes options	Ctrl+Alt+Shift+A
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+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 Attributes dialog box	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
Insert Footnote	Ctrl+Alt+Shift+F1
Insert End Note	Ctrl+Alt+Shift+F2
Return to Reference	Ctrl+Alt+Shift+F4
Leading	Ctrl+Shift+E
Formats	Ctrl+Shift+F
Tabs	Ctrl+Shift+T
Rules	Ctrl+Shift+N
Toggle Font Previews preference	Shift+display Font submenu

Style menu for pictures	
Halftone	Ctrl+Shift+H
Center Picture	Ctrl+Shift+M
Scale picture to fill box	Ctrl+Alt+Shift+M

Style menu for pictures

Scale Picture To Box (proportionally) Ctrl+Alt+Shift+F

Edit

Runaround Ctrl+T

Clipping Path Ctrl+Shift+F10

Display curve handles Ctrl+Shift+drag point

Hide curve handles Ctrl+Shift+click point

Insert Inline Table Ctrl+Alt+Shift+Z

View menu

Any view to fit in window in **WYSIWYG** view Ctrl+0

Any view to actual size in **WYSIWYG** view Ctrl+1

Zoom to 200% in **WYSIWYG** view Ctrl+6

Switch to **Trim** view Ctrl+Alt+Shift+F7

Switch to **Galley** view Ctrl+7

Switch to **Full Screen** view Ctrl+8

Go to a specific page Ctrl+J

Display/hide **Guides** F7

Display/hide **Page Grids** Ctrl+F7

Display/hide **Text Box Grids** Ctrl+Alt+F7

Display/hide **Invisibles** Ctrl+I

Switch to **Output Preview** view set Ctrl+Alt+Shift+G

Switch to **Authoring View** view set Ctrl+Alt+Shift+I

Utilities menu

Check Spelling > Word/Selection Ctrl+L

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 Measurements palette	F9
Display/hide Style Sheets palette	F11
Display/hide Colors palette	F12
Display/hide Lists palette	Ctrl+F11

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
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

OK (or bordered button)	Enter
Cancel	Escape
Apply	Alt+A
Yes	Y
No	N
Set button in Tabs tab (in Paragraph Attributes 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)

Measurements palette

Display/hide palette	Ctrl+F11
Select Font field	Ctrl+Alt+Shift+M
Toggle Font Preview preference	Shift+open the Font drop-down menu
Select next field	Tab
Select previous field	Shift+Tab
Exit/Apply	Enter
Exit/Cancel	Escape
Toggle forward through tabs	Ctrl+Alt+; (semicolon)
Toggle backward through tabs	Ctrl+Alt+, (comma)

Style Sheets palette

Display palette	Ctrl+F
Display Edit Style Sheet context menu	Right-click style sheet name
Display Edit Style Sheet dialog box	Ctrl+click style sheet
Apply No Style, then style sheet	Alt+click style sheet name

Colors palette

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

Lists palette

Display/hide palette	Ctrl+F11
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Find/Change palette

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

Document window commands

Displaying pages

Go to Page dialog box	Ctrl+J
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Changing views

Access View Percentage field	Ctrl+Alt+V
Minimize/maximize article window	F3
Any view to actual size in WYSIWYG view	Ctrl+1
Any view to fit in window in WYSIWYG view	Ctrl+0
Fit largest spread in window in WYSIWYG view	Alt+Fit in Window or Ctrl+Alt+0 (zero)
Switch to Full Screen view	Ctrl+8
Switch to Galley view	Ctrl+7
Toggle between 100% and 200% in WYSIWYG view	Ctrl+Alt+click
Zoom in in WYSIWYG view (picture box)	Ctrl++
Zoom in in WYSIWYG view	Ctrl+Space+click or Ctrl+Space+click and drag
Zoom out in WYSIWYG view (picture box)	Ctrl+-
Zoom to 200% in WYSIWYG view	Ctrl+6

Closing documents

Close document	Ctrl+F4
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Displaying context menu

Active object context menu	Shift+F10
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Scrolling

In WYSIWYG 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

Selecting/deselecting items

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

Modifying a clipping or runaround path

Add Bézier point	Alt+click segment
Delete Bézier point	Alt+click point
Select all anchor points in Bézier shape	Ctrl+Shift+A
Smooth to corner point	Ctrl+Shift+drag curve handle
Constrain active point to 45° movement	Shift+drag point
Constrain active curve handle to 45° movement	Shift+drag curve handle

Displaying Usage dialog box

Display the Usage dialog box (Fonts pane)	F2
Display the Pictures tab of the Usage dialog box	Shift+F2

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 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+Alt+Q
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Modifying font size

Increase	
Preset range	Ctrl+Shift+. (period)

Modifying font size

1 point	Ctrl+Alt+Shift+. (period)
Decrease	
Preset range	Ctrl+Shift+, (comma)
1 point	Ctrl+Shift+; (semicolon)
Size > Other	Ctrl+Shift+\

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)

Modifying leading (auto to absolute)

Decrease

1 point

Ctrl+Shift+; (semicolon)

1/10 point

Ctrl+Alt+Shift+; (semicolon)

Copy Text Formatting

Control+Alt+Shift+C

Apply Text Formatting

Control+Alt+Shift+A

Copying paragraph attributes

Copy formats to selected paragraphs in text chain

Alt+Shift+click

Dragging and dropping text

Drag-copy text (Input Settings preference on)

Shift+drag

Drag text (Input Settings preference on)

Drag

Searching for text

Wild card (Find only) (\?)

Ctrl+/

Tab

\t

New paragraph (\p)

Enter

New line (\n)

Shift+Enter

New column

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

Searching for text

Word joiner	¦
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 Close 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+=
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

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
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Selecting characters

Next character	Delete or Shift+Backspace
Previous line	Shift+↑
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 Import dialog box
Import picture	Ctrl+E
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)

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

Nudging pictures

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

Modifying pictures

Picture Halftone Specifications dialog box	Ctrl+Shift+H
Change Update button to Update All in the Pictures pane of the Usage dialog box	Alt+click Update button
Display Clipping pane (Picture dialog box)	Ctrl+Alt+T

Modifying pictures

Display Runaround pane (Picture dialog box)	Ctrl+T
Display Picture dialog box using the mouse	Ctrl+double-click item
Display Picture dialog box	Ctrl+M
Apply Negative/Invert picture style	Ctrl+Shift+ - (hyphen)

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