

QuarkCopyDesk 8.5  
Keyboard Command Guide: Mac OS

# QuarkCopyDesk 8.5

## Keyboard Command Guide: Mac OS

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# Menu commands (Mac OS®)

## QuarkCopyDesk menu

Get environment details	Option+About QuarkCopyDesk®
Preferences	⌘+Option+Shift+Y
Quit	⌘+Q

## File menu

New Article	⌘+N
Open	⌘+O
Close	⌘+W
Save	⌘+S
Save As	⌘+Shift+S
Revert to last Auto Save	Option+Revert to Saved
Import	⌘+E
Save Text	⌘+Option+E
Append	⌘+Option+A
Print	⌘+P
Display <b>Output Profile Jobs</b> dialog box	⌘+Option+P
Display <b>Article Setup</b> dialog box	⌘+Option+Shift+P

## Edit menu

Undo	⌘+Z
Redo	⌘+Y, ⌘+Z, or ⌘+Shift+Z (configurable)
Cut	⌘+X
Copy	⌘+C
Paste	⌘+V
Select All	⌘+A
Find/Change	⌘+F
Close Find/Change	⌘+Option+F
Paragraph pane ( <b>Preferences</b> dialog box)	⌘+Option+Y
Style Sheets dialog box	Shift+F11
Colors dialog box	Shift+F12
H&Js dialog box	⌘+Option+J

## Notes submenu

Close all notes	⌘+Option+Shift+W
Create note from selected text	F10
Delete note	⌘+Shift+X

## Notes submenu

Go to the next note	⌘+Option+G
Go to the previous note	⌘+Shift+Y
Insert note	⌘+Option+N
Open all notes	⌘+Option+A
Open/close note	⌘+Shift+A
Open notes options	⌘+Option+Shift+A

## Style menu for text

Size > Other	⌘+Shift+\
Type Style	
Plain	⌘+Shift+P
Bold	⌘+Shift+B
Italic	⌘+Shift+I
Underline	⌘+Shift+U
Word Underline	⌘+Shift+W
Strikethrough	⌘+Shift+ /
Double Strikethrough	⌘+Option+Shift+ /
Outline	⌘+Shift+O
Shadow	⌘+Shift+Y
All Caps	⌘+Shift+K
Small Caps	⌘+Shift+H
Superscript	⌘+Shift+=
Subscript	⌘+Shift+ - (hyphen)
Superior	⌘+Shift+V
Ligatures (not available in Plus and East Asian editions)	⌘+Shift+G
Character Attributes dialog box	⌘+Shift+D
Change story direction (Plus and East Asian editions only)	⌘+Option+Shift+T
Rubi (Plus and East Asian editions only)	⌘+Option+R
Group Characters (Plus and East Asian editions only)	⌘+Shift+G
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

## Style menu for text

Rules	⌘+Shift+N
Toggle <b>Font Previews</b> preference	Shift+display <b>Font</b> submenu

## Style menu for pictures

Halftone	⌘+Shift+H
Center Picture	⌘+Shift+M
Scale picture to fill box	⌘+Option+Shift+M
Scale Picture to Box (Proportionally)	⌘+Option+Shift+F

## Component menu

Expand or collapse component	⌘++ [num keypad]
Display <b>New Component</b> dialog box	⌘+Option+C
Next component ( <b>WYSIWYG</b> view only)	⌘+Option+Page Down
Previous component ( <b>WYSIWYG</b> view only)	⌘+Option+Page Up

### Edit

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

## View menu

Any view to fit in window in <b>WYSIWYG</b> view	⌘+0
Any view to actual size in <b>WYSIWYG</b> view	⌘+1
Zoom to 200% in <b>WYSIWYG</b> view	⌘+6
Switch to <b>Galley</b> view	⌘+7
Switch to <b>Full Screen</b> view	⌘+8
Go to a specific page	⌘+J
Fit largest spread in window	Option+Fit in Window or ⌘+Option+0 (zero)
Display/hide <b>Guides</b>	F7
Display/hide <b>Page Grids</b>	Option+F7
Display/hide <b>Text Box Grids</b>	⌘+Option+F7
Display/hide <b>Invisibles</b>	⌘+I

## Utilities menu

<b>Check Spelling &gt; Word/Selection</b>	⌘+L
<b>Check Spelling &gt; Component</b>	⌘+Option+L
<b>Check Spelling &gt; Article</b>	⌘+Option+Shift+L
<b>Add</b> (during Check Spelling session)	⌘+A
Add all suspect words to auxiliary dictionary (during Check Spelling session)	Option+Shift+click Add All button
<b>Look up</b> button (during Check Spelling session)	⌘+L
<b>Skip</b> button (during Check Spelling session)	⌘+S
<b>Replace All</b> button (during Check Spelling session)	⌘+R
<b>Replace</b> button (during Check Spelling session)	⌘+Shift+R
<b>Done</b> button (during Check Spelling session)	⌘+D
<b>Suggested Hyphenation</b>	⌘+Option+Shift+H
<b>Usage</b> dialog box	
<b>Fonts</b> pane	⌘+F6 or F13
<b>Pictures</b> pane	⌘+Option+F6 or Option+F13
<b>Line Check &gt; Next Line</b>	⌘+;
<b>Window</b> menu	
Display/hide <b>Measurements</b> palette	F9
Display/hide <b>Style Sheets</b> palette	F11
Display/hide <b>Colors</b> palette	F12
Display/hide <b>Lists</b> palette	Option+F11

# Dialog box commands (Mac OS)

## Tabs in dialog boxes

Display next tab	⌘+Option+Tab
Display previous tab	⌘+Option+Shift+Tab

## Fields

Select next field	Tab
Select previous field	Shift+Tab
Select field with text insertion bar	Double-click
<b>Cut</b>	⌘+X
<b>Copy</b>	⌘+C
<b>Paste</b>	⌘+V
Revert fields to original values	⌘+Z
Perform math by combining operators	+ (addition)
	- (subtraction)
	* (multiplication)
	/ (division)

## Buttons

OK (or bordered button)	Return or Enter
Cancel	⌘+. (period) or esc
Yes	⌘+Y
No	⌘+N
Apply	⌘+A
Continuous Apply	⌘+Option+A
Set button in <b>Tabs</b> tab (in Paragraph Attributes dialog box)	⌘+S

## Lists (in dialog boxes)

Select consecutive items in list	Shift+click
Select nonconsecutive items in list	⌘+click

# Palette commands (Mac OS)

## Measurements palette

Display/hide palette	Option+F11
Select the Font field of the <b>Classic</b> tab or the <b>Character Attributes</b> tab	⌘+Option+Shift+M
Toggle <b>Font Preview</b> preference	Shift+display the Font drop-down menu
Select <b>Font</b> field	⌘+Option+Shift+M
Select next field	Tab
Select previous field	Shift+Tab
<b>Exit/Apply</b>	Return or Enter
<b>Exit/Cancel</b>	⌘+. (period) or Escape

## Style Sheets palette

Display/hide palette	Option+F11
Display <b>Edit Style Sheet</b> context menu	Control+click style sheet
Display <b>Edit Style Sheet</b> dialog box	⌘+click style sheet
Apply <b>No Style</b> , then style sheet (apply to paragraph attributes only)	Option+click style sheet Option+Shift+click paragraph style sheet

## Colors palette

Display/hide palette	Option+F11
Display <b>Colors</b> dialog box	⌘+click color name
Display <b>Edit Colors</b> context menu	Control+click color name

## Lists palette

Display/hide palette	Option+F11
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## Find/Change palette

Display palette	⌘+F
Close palette	⌘+Option+F
Change <b>Find Next</b> button to <b>Find First</b>	Option+ <b>Find Next</b>

## Tiling and stacking windows

<b>Window</b> menu	
<b>Tile</b> or <b>Stack</b> at actual size	Control+ <b>Tile/Stack</b>
<b>Tile</b> or <b>Stack</b> at fit in window	⌘+ <b>Tile/Stack</b>
<b>Tile</b> or <b>Stack</b> at thumbnails	Option+ <b>Tile/Stack</b>
Shortcut to <b>Window</b> menu	Shift+click title bar



## Tiling and stacking windows

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

Go to Page dialog box	⌘+J
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## Changing views

Access View Percentage field	Control+V
Any view to Actual Size	⌘+1
Any view to Fit in Window	⌘+0
Any view to 200%	⌘+Option+click
Toggle between 100% and 200%	⌘+Option+click
Fit largest spread in window	Option+Fit in Window or ⌘+Option+0 (zero)
Zoom in	Control+Shift+click/drag
Zoom out	Control+Option+click/drag
Switch to Full Screen view	⌘+8
Switch to Galley view	⌘+7
Toggle between 100% and 200% in WYSIWYG view	⌘+Option+click
Zoom in in WYSIWYG view	Control+Shift+click or Control+Shift+click and drag
Zoom out in WYSIWYG view	Control+Option+click
Zoom out in WYSIWYG view	Control+Option+click
Zoom to 200% in WYSIWYG view	⌘+6

## Redrawing the screen

Force redraw	⌘+Option+. (period)
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## Closing documents

Close all windows	⌘+Option+W
Close document	⌘+W

## Scrolling

In WYSIWYG view	Option+drag
Enable Live Scroll (Input Settings preference off)	Option+drag scroll box
Disable Live Scroll (Input Settings preference on)	Option+drag scroll box
To start of text	Control+A
To end of text	Control+D
Up one screen	Page Up

## Scrolling

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
Extended keyboard	
Go to beginning (extended keyboard)	Home
Go to end (extended keyboard)	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
Go to next spread (extended keyboard)	Option+Page Down
Go to previous spread (extended keyboard)	Option+Page Up

## Item commands (Mac OS)

### Selecting/deselecting items

Select item at back or behind	⌘+Option+Shift+click where items overlap
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### Modifying a clipping or runaround path

Add Bézier point	Option+click segment
Constrain selected curve handle to 45°	Shift+drag curve handle
Constrain selected point to 45° movement	Shift+drag point
Convert to corner point	Option+F1
Convert to curved segment	Option+Shift+F2
Convert to smooth point	Option+F2
Convert to straight segment	Option+Shift+F1
Convert to symmetrical point	Option+F3
Corner to smooth point (depends on application's control key setting)	Control+drag curve handle
Delete Bézier point	Option+click point
Edit clipping path	Option+Shift+F4
Edit runaround path (depends on application's control key setting)	Option+F4
Hide curve handles	Control+click point
Show curve handles	Control+drag point or Control+Shift+drag point
Select all anchor points in Bézier shape	⌘+Shift+A
Select multiple points	Shift+click
Smooth to a corner point (depends on application's control key setting)	Control+drag curve handle

### Adding automatic page numbers in text box

Previous box page number character	⌘+2
Automatic page number character	⌘+3
Next box page number character	⌘+4
Reflow text as current version of QuarkXPress	Option+Open in Open dialog box

### Changing font

Font field in <b>Measurements</b> palette	⌘+Option+Shift+M
Previous font	Option+Shift+F9
Next font	Option+F9

## Entering one font character

Symbol font character	⌘+Option+Q
Zapf Dingbats font character	⌘+Option+Z

## Modifying font size

### Increase

Preset range	⌘+Shift+. (period)
1 point	⌘+Option+Shift+. (period)

### Decrease

Preset range	⌘+Shift+, (comma)
1 point	⌘+Option+Shift+, (comma)

## Modifying horizontal/vertical scaling

### Increase

5%	⌘+] ]
1%	⌘+Option+] ]

### Decrease

5%	⌘+[ [
1%	⌘+Option+[ [

## Modifying kerning/tracking

### Increase

1/20 em	⌘+Shift+] ]
1/200 em	⌘+Option+Shift+] ]

### Decrease

1/20 em	⌘+Shift+[ [
1/200 em	⌘+Option+Shift+[ [

## Modifying word space tracking

### Increase

.05 em	⌘+Control+Shift+] ]
.005 em	⌘+Control+Option+Shift+] ]

### Decrease

.05 em	⌘+Control+Shift+[ [
.005 em	⌘+Control+Option+Shift+[ [

## Modifying baseline shift

Up 1 point	⌘+Option+Shift+=
Down 1 point	⌘+Option+Shift+- (hyphen)

## Modifying leading

### Increase

1 point	⌘+Shift+' (apostrophe)
1/10 point	⌘+Option+Shift+' (apostrophe)

### Decrease

1 point	⌘+Shift+; (semicolon)
1/10 point	⌘+Option+Shift+; (semicolon)

## Copying paragraph attributes

Apply a paragraph's formatting to the paragraph that contains the insertion point or the selected text

Option+Shift+click the paragraph with the desired formatting

## Dragging and dropping text

Drag text ( <b>Input Settings</b> preference off)	⌘+Control+drag
Drag+copy text ( <b>Input Settings</b> preference on)	Shift+drag
Drag+copy text ( <b>Input Settings</b> preference off)	⌘+Control+Shift+drag

## Clicking buttons when checking spelling

<b>Look up</b>	⌘+L
<b>Skip</b>	⌘+S
<b>Add</b>	⌘+A
Add all suspect words to auxiliary dictionary	Option+Shift+click <b>Done</b> button

## Searching for text

Wild card ( <b>Find</b> only) (\?)	⌘+ /
Tab	\t
New paragraph (\p)	⌘+Return
New line (soft return) (\n)	⌘+Shift+Return
New column (\c)	⌘+Enter
Previous box page number character (\2)	⌘+2
Automatic page number character (\3)	⌘+3
Next box page number character (\4)	⌘+4
Punctuation space	⌘+. (period)
Flex space (\f)	⌘+Shift+F
Backslash (\)	⌘+\
Indent here	\i
Discretionary new line	\d
Discretionary hyphen	\h

## Special characters

Indent here	⌘+\
Discretionary new line	⌘+Return
New paragraph	Return
New line (soft return)	Shift+Return
New column	Enter
New box	Shift+Enter
Right-indent tab	Option+Tab
Registered symbol (®)	Option+R
Copyright symbol (©)	Option+G
Trademark symbol (™)	Option+2
Bullet (•)	Option+8
Apple® logo character	Option+Shift+K
Pound symbol	Option+3
Euro symbol	Option+Shift+2
Yen symbol	Option+Y
Division symbol	Option+ / (forward slash)

## Text modifiers

Change uppercase to lowercase	Option+F8
Change lowercase to uppercase	F8

## Hyphens and dashes

Breaking standard hyphen	- (hyphen)
Nonbreaking standard hyphen	⌘+=
Discretionary (soft) hyphen	⌘+ - (hyphen)
Do not hyphenate word	⌘+ - (hyphen) immediately before word
Nonbreaking en dash	Option+ - (hyphen)
Breaking em dash	Option+Shift+ - (hyphen)
Nonbreaking em dash	⌘+Option+=

## Spaces

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

## Spaces

Breaking punctuation space	Shift+Space
Nonbreaking punctuation space	⌘+Shift+Space

## Moving the text insertion point

Previous character	Delete
Next character	Shift+Delete
Previous line	↑
Next line	↓
Previous word	⌘+Delete
Next word	⌘+Shift+Delete
Previous paragraph	⌘+↑
Next paragraph	⌘+↓
Start of line	⌘+Option+←
End of line	⌘+Option+→
Start of story	⌘+Option+↑
End of story	⌘+Option+↓

## Selecting characters

Previous character	Delete
Next character	Shift+Delete
Previous line	Shift+↑
Next line	Shift+↓
Previous word	⌘+Delete
Next word	⌘+Shift+Delete
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+↓

## 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	Delete
Next character	Shift+Delete
Next character (extended keyboard)	[Forward delete key]
Previous word	⌘+Delete
Next word	⌘+Shift+Delete
Selected characters	Delete



# Picture commands (Mac OS)

## Importing pictures

Import EPS without adding spot colors	⌘+Open in Import dialog box
Reimport all pictures in article	⌘+Open in Open dialog box

## Scaling pictures

Increase scale 5%	⌘+Option+Shift+. (period)
Decrease scale 5%	⌘+Option+Shift+, (comma)
Scale picture to fill box	⌘+Option+Shift+M

## Centering and fitting pictures

Center	⌘+Shift+M
Fit to box maintaining proportions	⌘+Option+Shift+F

## Rotating pictures

Rotate clockwise 1°	⌘+Option+Shift+'
Rotate clockwise 15°	⌘+'
Rotate clockwise 90°	⌘+Shift+'
Rotate counterclockwise 1°	⌘+Option+Shift+;
Rotate counterclockwise 15°	⌘+;
Rotate counterclockwise 90°	⌘+Shift+;

## Nudging pictures

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

Picture <b>Halftone Specifications</b> dialog box	⌘+Shift+H
Change <b>Update</b> button to <b>Update All</b> in the <b>Pictures</b> pane of the <b>Usage</b> dialog box	Option+click <b>Update</b> button
Apply <b>Negative/Invert</b> picture style	⌘+Shift+ - (hyphen)
Change <b>Update</b> button to <b>Update...</b> button ( <b>Utilities</b> >	Option+click Update button

## Modifying pictures

### Usage > Pictures)

Display <b>Clipping</b> pane ( <b>Picture</b> dialog box)	⌘+Option+T
Display <b>Picture</b> dialog box using the mouse	⌘+double-click item
Display <b>Picture</b> dialog box	⌘+M
Display <b>Picture Halftone Specification</b> dialog box	⌘+Shift+H
Display <b>Runaround</b> pane ( <b>Picture</b> dialog box)	⌘+T

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