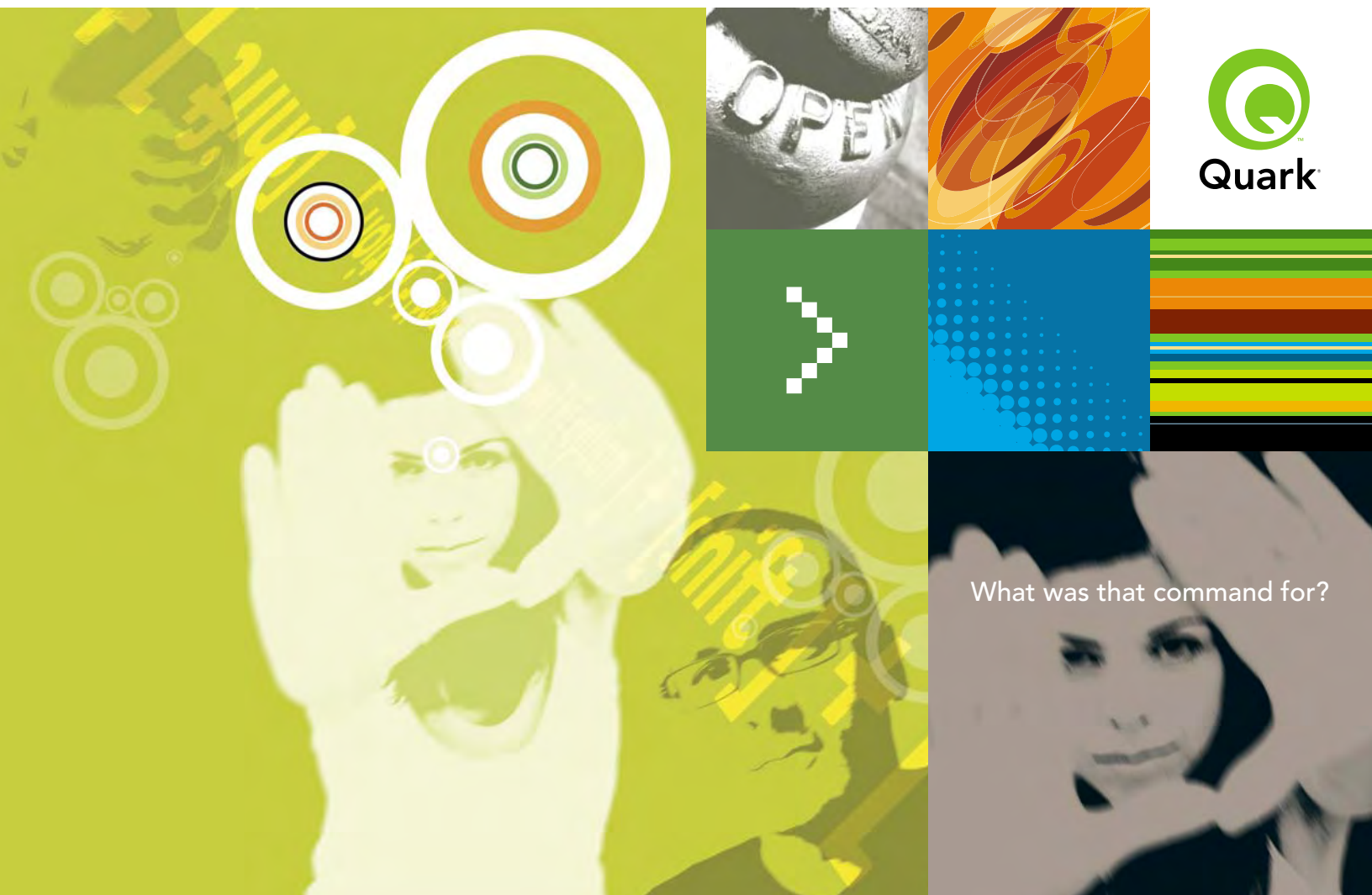


QuarkCopyDesk Keyboard Command Guide

FOR MAC OS



QuarkCopyDesk 7.4 Keyboard Shortcuts: Mac OS®

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Application

| Environment | Command |
|-------------------------|-----------------------------|
| Get environment details | Option+About QuarkCopyDesk® |

| Preferences | Command |
|--|------------------|
| Paragraph pane of Preferences dialog box | ⌘+Option+Y |
| Preferences dialog box | ⌘+Option+Shift+Y |

| Quitting the Application | Command |
|--------------------------|---------|
| Quit | ⌘+Q |

Dialog box commands

| Buttons | Command |
|---------------------------------------|-----------------|
| Apply | ⌘+A |
| Cancel | ⌘+. or esc |
| No | ⌘+N |
| OK (or bordered button) | Return or Enter |
| Continuous apply | ⌘+Option+A |
| Set tab (Paragraph Attributes → Tabs) | ⌘+S |
| Yes | ⌘+Y |

| Fields | Command |
|-------------------------------------|--------------------|
| Copy | ⌘+C |
| Cut | ⌘+X |
| Paste | ⌘+V |
| Perform math by combining operators | + (addition) |
| | - (subtraction) |
| | * (multiplication) |
| | / (division) |
| Revert to the fields original value | ⌘+Z |
| Select field with the Content tool | Double-click |
| Select the next field | Tab |
| Select the previous field | Shift+Tab |

| Lists | Command |
|--------------------------------------|-------------|
| Select consecutive items in list | Shift+click |
| Select non consecutive items in list | ⌘+click |

| Tabs in dialog boxes | Command |
|----------------------|--------------------|
| Display next tab | ⌘+Option+Tab |
| Display previous tab | ⌘+Option+Shift+Tab |

Document window commands

| Changing Views | Command |
|--|---|
| Any view to actual size in WYSIWYG view | ⌘+1 |
| Any view to fit in window in WYSIWYG view | ⌘+0 |
| Fit largest spread in window in WYSIWYG view | Option+Fit in Window or ⌘+Option+0 (zero) |
| Go to view scale field in WYSIWYG view | Control+V |
| Show or hide guides | F7 |
| Show or hide invisibles | ⌘+I |
| 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 (picture box) | ⌘++ |
| Zoom in in WYSIWYG view | Control+Shift+click and drag |
| Zoom out in WYSIWYG view (picture box) | ⌘+- |
| Zoom out in WYSIWYG view | Control+Option+click |
| Zoom to 200% in WYSIWYG view | ⌘+6 |

| Closing documents | Command |
|-------------------|------------|
| Close all windows | ⌘+Option+W |
| Close document | ⌘+W |

| Managing a document | Command |
|--|------------------------|
| Article setup | ⌘+Option+Shift+P |
| Expand or collapse a component | ⌘++ [num keypad] |
| New article | ⌘+N |
| New component | ⌘+Option+C |
| Next component (WYSIWYG view only) | ⌘+Option+Page Down |
| Open | ⌘+O |
| Open Output Profile Jobs dialog box | ⌘+Option+P |
| Previous component (WYSIWYG view only) | ⌘+Option+Page Up |
| Print | ⌘+P |
| Revert to last auto-saved version | Option+Revert to Saved |
| Save | ⌘+S |
| Save As | ⌘+Option+S |

| Managing content | Command |
|-------------------|------------|
| Edit colors | Shift+F12 |
| Edit H&Js | ⌘+Option+J |
| Edit style sheets | Shift+F11 |

Document window commands

| Navigating within a document | Command |
|---|------------------|
| Go down one screen | Control+L |
| Go down one screen (extended keyboard) | Page Down |
| Go to the end of the document (extended keyboard) | End |
| Go to a specific page | ⌘+J |
| Go to the beginning of the document (extended keyboard) | Home |
| Go to the end of the text | Control+D |
| Go to the first page | Control+Shift+A |
| Go to the first page (extended keyboard) | Shift+Home |
| Go to the last page | Control+Shift+D |
| Go to the last page (extended keyboard) | Shift+End |
| Go to the next page | Control+Shift+L |
| Go to the next page (extended keyboard) | Shift+Page Down |
| Go to the next spread (extended keyboard) | Option+Page Down |
| Go to the previous page | Control+Shift+K |
| Go to the previous page (extended keyboard) | Shift+Page Up |
| Go to the previous spread (extended keyboard) | Option+Page Up |
| Go to the beginning of the text | Control+A |
| Go up one screen | Control+K |
| Go up one screen (extended keyboard) | Page Up |

| Notes | Command |
|--------------------------------|------------------|
| Close all notes | ⌘+Option+Shift+W |
| Create note from selected text | F10 |
| Delete note | ⌘+Shift+X |
| Go to the next note | ⌘+Option+G |
| Go to the previous note | ⌘+Shift+Y |
| Insert note | ⌘+Option+N |
| Open all notes | ⌘+Option+A |
| Open note | ⌘+Shift+A |
| Open notes options | ⌘+Option+Shift+A |

| Redrawing the screen | Command |
|-----------------------------|----------------|
| Force update | ⌘+Option+. |
| Stop redraw | ⌘+. |

| Scrolling | Command |
|-----------------------------------|----------------|
| With Content tool in WYSIWYG view | Option+drag |

Document window commands

| Tiling and stacking windows | Command |
|---|--|
| Shortcut to the Window menu | Shift+click title bar |
| Stack at Actual Size | Control+Stack |
| Stack at Fit in Window | ⌘+Stack |
| Tile at Actual Size | Control+Tile |
| Tile at Fit in Window | ⌘+Tile |
| 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 |

| Usage dialog box | Command |
|-------------------------|----------------|
| Font usage | ⌘+F6 |
| Picture usage | ⌘+Option+F6 |

| Working with content | Command |
|-----------------------------------|------------------|
| Copy | ⌘+C |
| Cut | ⌘+X |
| Paste | ⌘+V |
| Redo (if selected in preferences) | ⌘+Y |
| Redo (if selected in preferences) | ⌘+Option+Shift+Z |
| Redo (if selected in preferences) | ⌘+Shift+Z |
| Select All | ⌘+A |
| Undo | ⌘+Z |

Item commands

| Selecting/deselecting items | Command |
|-----------------------------------|--|
| Deselect all points | Tab |
| Select item behind or at the back | ⌘+Option+Shift+click where items overlap |

Palette commands

| Colors palette | Command |
|---|--------------------------|
| Display the Edit Colors context menu | Control+click color name |
| Open the Color dialog box | ⌘+click color name |
| Show or hide the Colors palette | F12 |

| Find/Change palette | Command |
|---|-------------------------|
| Open the Find/Change dialog box | ⌘+F |
| Close the Find/Change dialog box | ⌘+Option+F |
| Change Find Next button to Find First | Option+Find Next button |
| Automatic page number character | ⌘+3 |
| Backslash | ⌘+\ |
| Flex space | ⌘+Shift+F |
| New column | ⌘+Enter |
| New line | ⌘+Shift+Return |
| New paragraph | ⌘+Return |
| Next box page number character | ⌘+4 |
| Previous box page number character | ⌘+2 |
| Punctuation space | ⌘+. |
| Tab | \t |
| Wild card (Find field only) | ⌘+/ |

| Lists | Command |
|---------------------------------------|------------|
| Show or hide the Lists palette | Option+F11 |

| Measurements palette | Command |
|--|------------------|
| Apply | Return or Enter |
| Cancel | ⌘+. |
| Foot mark | Control+' |
| Go to the Font field (Measurements palette) | ⌘+Option+Shift+M |
| Go to the Measurements palette | ⌘+Option+M |
| Inch mark | Control+Shift+' |
| Go to the next field | Tab |
| Go to the previous field | Shift+Tab |
| Show or hide the Measurements palette | F9 |

| Style Sheets palette | Command |
|--|---------------------------|
| Apply <i>No Style</i> , then apply a style sheet | Option+click style sheet |
| Display the Edit Style Sheet context menu | Control+click style sheet |
| Open the Style Sheets dialog box | ⌘+click style sheet |
| Show or hide the Style Sheets palette | F11 |

Picture commands

| Centering and fitting pictures | Command |
|---|------------------|
| Center the picture | ⌘+Shift+M |
| Fit the picture to the box proportionally | ⌘+Option+Shift+F |
| Scale the picture to fill the box | ⌘+Option+Shift+M |

| Importing pictures | Command |
|---------------------------------------|--|
| Import EPS without adding spot colors | ⌘+Open in the Import Picture dialog box |
| Import picture | ⌘+E |
| Reimport all pictures in the project | ⌘+Open in the Open dialog box |

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

| Modifying pictures | Command |
|--|-----------------------------------|
| Apply Negative or Invert picture style | ⌘+Shift+- |
| Change the Update button to Update ... button (Utilities → Usage → Pictures) | Option+click Update button |
| Clipping pane (Picture dialog box) | ⌘+Option+T |
| Open the Picture dialog box using the mouse | ⌘+double-click item |
| Open the Picture dialog box | ⌘+M |
| Open the Picture Halftone Specification dialog box | ⌘+Shift+H |
| Open the Runaround pane (Picture dialog box) | ⌘+T |

Picture commands

| Nudging pictures (Item tool) | Command |
|-------------------------------------|----------------|
| Down 1 point | Shift+↓ |
| Down 1/10 point | Option+↓ |
| Left 1 point | Shift+← |
| Left 1/10 point | Option+← |
| Right 1 point | Shift+→ |
| Right 1/10 point | Option+→ |
| Up 1 point | Shift+↑ |
| Up 1/10 point | Option+↑ |

| Rotating pictures | Command |
|------------------------------|------------------|
| Rotate clockwise 1° | ⌘+Option+Shift+' |
| Rotate clockwise 15° | ⌘+' |
| Rotate clockwise 90° | ⌘+Shift+' |
| Rotate counter clockwise 1° | ⌘+Option+Shift+; |
| Rotate counter clockwise 15° | ⌘+; |
| Rotate counter clockwise 90° | ⌘+Shift+; |

| Scaling pictures | Command |
|-------------------------|------------------|
| Decrease scale 5% | ⌘+Option+Shift+, |
| Increase scale 5% | ⌘+Option+Shift+. |

Text commands

| Adding automatic page numbers to text box | Command |
|--|----------------|
| Automatic page number character | ⌘+3 |
| Next box page number character | ⌘+4 |
| Previous box page number character | ⌘+2 |

| Alignment submenu | Command |
|--------------------------|------------------|
| Centered | ⌘+Shift+C |
| Forced | ⌘+Option+Shift+J |
| Justified | ⌘+Shift+J |
| Left | ⌘+Shift+L |
| Right | ⌘+Shift+R |

| Changing font | Command |
|-----------------------------------|------------------|
| Font field (Measurements palette) | ⌘+Option+Shift+M |
| Next font | Option+F9 |
| Previous font | Option+Shift+F9 |

| Check spelling and hyphenation | Command |
|---|--------------------------------|
| Add (Check Spelling dialog box) | ⌘+A |
| Add all suspect words to auxiliary dictionary (Check Spelling dialog box) | Option+Shift+click Done button |
| Article | ⌘+Option+Shift+L |
| Component | ⌘+Option+L |
| Lookup button (Check Spelling dialog box) | ⌘+L |
| Skip button (Check Spelling dialog box) | ⌘+S |
| Suggested hyphenation | ⌘+Option+Shift+H |
| Word | ⌘+L |

| Using the mouse to select text | Command |
|---------------------------------------|------------------------|
| Position the text insertion point | One click |
| Select line | Three clicks |
| Select paragraph | Four clicks |
| Select the story or component | Five clicks |
| Select word | Two clicks in the word |

| Copying paragraph attributes | Command |
|--|--------------------|
| Copy formatting from the paragraph clicked to the paragraph where you position the text insertion point or selected text | Option+Shift+click |

Text commands

| Deleting characters | Command |
|------------------------------------|----------------|
| Next character | Shift+Delete |
| Next character (extended keyboard) | Forward Delete |
| Next word | ⌘+Shift+Delete |
| Previous character | Delete |
| Previous word | ⌘+Delete |
| Selected characters | Delete |

| Dragging and dropping text | Command |
|---|----------------------|
| Drag and copy text (if off in Input Settings) | ⌘+Control+Shift+drag |
| Drag and copy text (if on in Input Settings) | Shift+drag |
| Drag text (if off in Input Settings) | ⌘+Control+drag |
| Drag text (if on in Input Settings) | Drag |

| Enter one font character | Command |
|---------------------------|------------|
| One Symbol character | ⌘+Option+Q |
| One ZapfDingbat character | ⌘+Option+Z |

| Hyphens and dashes | Command |
|-------------------------------------|-----------------|
| Break at discretionary hyphens only | ⌘+- before word |
| Breaking em dash | Option+Shift+- |
| Breaking standard hyphen | - |
| Discretionary (soft) hyphen | ⌘+- |
| Nonbreaking em dash | ⌘+Option+= |
| Nonbreaking en dash | Option+- |
| Nonbreaking standard hyphen | ⌘+= |

| Import/Export | Command |
|---------------|------------|
| Import text | ⌘+E |
| Save text | ⌘+Option+E |

| Modify baseline shift | Command |
|----------------------------|------------------|
| Move baseline down 1 point | ⌘+Option+Shift+- |
| Move baseline up 1 point | ⌘+Option+Shift+= |

| Modifying font size | Command |
|----------------------------|------------------|
| Decrease font size | ⌘+Shift+, |
| Decrease font size by 1 pt | ⌘+Option+Shift+, |
| Increase font size | ⌘+Shift+. |
| Increase font size by 1 pt | ⌘+Option+Shift+. |
| Other font size | ⌘+Shift+\ |

Text commands

| Modifying horizontal/vertical scaling | Command |
|---------------------------------------|------------|
| Decrease scaling 1% | ⌘+Option+[|
| Decrease scaling 5% | ⌘+[|
| Increase scaling 1% | ⌘+Option+] |
| Increase scaling 5% | ⌘+] |

| Modifying kerning/tracking | Command |
|----------------------------|------------------|
| Decrease 1/200 em | ⌘+Option+Shift+[|
| Decrease 1/20 em | ⌘+Shift+[|
| Increase 1/200 em | ⌘+Option+Shift+] |
| Increase 1/20 em | ⌘+Shift+] |

| Modifying leading | Command |
|-------------------------------|------------------|
| Decrease leading by 0.1 point | ⌘+Option+Shift+; |
| Decrease leading by 1 point | ⌘+Shift+; |
| Increase leading by 0.1 point | ⌘+Option+Shift+' |
| Increase leading by 1 point | ⌘+Shift+' |

| Modifying text attributes | Command |
|---|-----------|
| Open the Character Attributes dialog box | ⌘+Shift+D |
| Formats pane (Paragraph Attributes dialog box) | ⌘+Shift+F |
| Leading | ⌘+Shift+E |
| Rules pane (Paragraph Attributes dialog box) | ⌘+Shift+N |
| Tabs pane (Paragraph Attributes dialog box) | ⌘+Shift+T |

| Modifying type styles | Command |
|-----------------------|-----------|
| All Caps | ⌘+Shift+K |
| Bold | ⌘+Shift+B |
| Italic | ⌘+Shift+I |
| Outline | ⌘+Shift+O |
| Plain | ⌘+Shift+P |
| Shadow | ⌘+Shift+S |
| Small Caps | ⌘+Shift+H |
| Strike Thru | ⌘+Shift+/ |
| Subscript | ⌘+Shift+- |
| Superior | ⌘+Shift+V |
| Superscript | ⌘+Shift++ |
| Underline | ⌘+Shift+U |
| Word Underline | ⌘+Shift+W |

Text commands

| Moving the Text Insertion point to the | Command |
|--|------------|
| End of the line | ⌘+Option+→ |
| End of the story or component | ⌘+Option+↓ |
| Next character | → |
| Next line | ↓ |
| Next paragraph | ⌘+↓ |
| Next word | ⌘+→ |
| Previous character | ← |
| Previous line | ↑ |
| Previous paragraph | ⌘+↑ |
| Previous word | ⌘+← |
| Beginning of the line | ⌘+Option+← |
| Beginning of the story or component | ⌘+Option+↑ |

| Selecting characters | Command |
|-------------------------------------|------------------|
| End of the line | ⌘+Option+Shift+→ |
| End of the story or component | ⌘+Option+Shift+↓ |
| Next character | Shift+→ |
| Next line | Shift+↓ |
| Next paragraph | ⌘+Shift+↓ |
| Next word | ⌘+Shift+→ |
| Previous character | Shift+← |
| Previous line | Shift+↑ |
| Previous paragraph | ⌘+Shift+↑ |
| Previous word | ⌘+Shift+← |
| Beginning of the line | ⌘+Option+Shift+← |
| Beginning of the story or component | ⌘+Option+Shift+↑ |

| Spaces | Command |
|-------------------------------|-------------------------|
| Breaking en space | Option+spacebar |
| Breaking flexible space | Option+Shift+spacebar |
| Breaking punctuation space | Shift+spacebar |
| Breaking standard space | Spacebar |
| Nonbreaking en space | ⌘+Option+spacebar |
| Nonbreaking flexible space | ⌘+Option+Shift+spacebar |
| Nonbreaking punctuation space | ⌘+Shift+spacebar |
| Nonbreaking standard space | ⌘+5 |

Text commands

| Special characters | Command |
|---------------------------|----------------|
| Discretionary new line | ⌘+Return |
| Indent here | ⌘+\ |
| New box | Shift+Enter |
| New column | Enter |
| New line (soft return) | Shift+Return |
| New paragraph | Return |
| Right indent tab | Option+Tab |

| Text modifiers | Command |
|--------------------------------|----------------|
| Begin sentence with lower case | Option+F8 |
| Begin sentence with upper case | F8 |

| Updating text flow in layout | Command |
|---|-------------------------------|
| Update text flow to current version of QuarkXPress® | Option+Open (Open dialog box) |