

# QuarkCopyDesk Keyboard Command Guide

FOR WINDOWS



What was that command for?

# QuarkCopyDesk 7.4 Keyboard Shortcuts

Application	3
Dialog box commands	4
Document window commands	5
Item commands	7
Palette commands	8
Picture commands	9
Text commands	11

# Application

Environment	Command
Get environment details	Alt+About QuarkCopyDesk®
Getting Help	Command
Help	F1
Preferences	Command
Paragraph pane of Preferences dialog box	Ctrl+Alt+Y
Preferences dialog box	Ctrl+Alt+Shift+Y
Exiting the Application	Command
Exit	Alt+F4

# Dialog box commands

Buttons	Command
Apply	Alt+A
Cancel	Esc
No	Alt+N
OK (or active button)	Return or Enter
Set button (Paragraph Attributes → Tabs)	Alt+S
Yes	Alt+Y

Fields	Command
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Perform math by combining operators	+ (addition)
	– (subtraction)
	* (multiplication)
	/ (division)
Revert to the field's original value	Ctrl+Z
Select field with the <b>Content</b> 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	Ctrl+click

Tabs in dialog boxes	Command
Display next tab	Ctrl+Tab
Display previous tab	Ctrl+Shift+Tab

# Document window commands

Changing views	Command
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 <b>Window</b> or Ctrl+Alt+0 (zero)
Go to view scale field in WYSIWYG view	Ctrl+Alt+V
Show or hide guides	F7
Show or hide invisibles	Ctrl+I
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 and drag
Zoom out in WYSIWYG view (picture box)	Ctrl+-
Zoom to 200% in WYSIWYG view	Ctrl+6

Closing documents	Command
Close document	Ctrl+F4

Managing a document	Command
Article setup	Ctrl+Alt+Shift+P
Expand or collapse a component	Ctrl++ [num keypad]
New article	Ctrl+N
New component	Ctrl+Alt+C
Next component	Ctrl+Alt+Page Down
Open	Ctrl+O
Open <b>Output Profile Jobs</b> dialog box	Ctrl+Alt+P
Previous component	Ctrl+Alt+Page Up
Print	Ctrl+P
Revert to last auto-saved version	Alt+Revert to Saved
Save	Ctrl+S
Save As	Ctrl+Alt+S

Managing content	Command
Edit colors	Shift+F12
Edit H&Js	Ctrl+Alt+J
Edit style sheets	Shift+F11

# Document window commands

<b>Navigating within a document (using an extended keyboard)</b>	<b>Command</b>
Go down one screen (extended keyboard)	Page Down
Go to a specific page of the document	Ctrl+J
Go to the first page of the document (extended keyboard)	Ctrl+Page Up
Go to the last page of the document (extended keyboard)	Ctrl+Page Down
Go to the next page of the document (extended keyboard)	Shift+Page Down
Go to the next spread (extended keyboard)	Alt+Page Down
Go to the previous page of the document (extended keyboard)	Shift+Page Up
Go to the previous spread (extended keyboard)	Alt+Page Up
Go up one screen (extended keyboard)	Page Up

  

<b>Notes</b>	<b>Command</b>
Close all notes	Ctrl+Alt+Shift+W
Create note from selected text	F10
Delete note	Ctrl+Shift+X
Go to the next note	Ctrl+Alt+G
Go to the previous note	Ctrl+Shift+Y
Insert note	Ctrl+Shift+N
Open all notes	Ctrl+Alt+A
Open note	Ctrl+Shift+A
Open notes options	Ctrl+Alt+Shift+A

  

<b>Redrawing the screen</b>	<b>Command</b>
Stop redraw	Ctrl+.

  

<b>Scrolling</b>	<b>Command</b>
With page grabber hand (WYSIWYG view only)	Alt+drag

  

<b>Working with content</b>	<b>Command</b>
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Redo (if selected in preferences)	Ctrl+Y
Redo (if selected in preferences)	Ctrl+Alt+Shift+Z
Redo (if selected in preferences)	Ctrl+Shift+Z
Select All	Ctrl+A
Undo	Ctrl+Z

# Item commands

Selecting/deselecting items	Command
Deselect all points	Tab
Select an item behind or at the back	Ctrl+Alt+Shift+click where items overlap

# Palette commands

Colors palette	Command
Show or hide the <b>Colors</b> palette	F12
Display the <b>Edit Colors</b> context menu	Ctrl+click color name
Open the <b>Colors</b> dialog box	Ctrl+click color name

Find/Change palette	Command
Open the <b>Find/Change</b> dialog box	Ctrl+F
Close the <b>Find/Change</b> dialog box	Ctrl+Alt+F
Condense or expand the <b>Find/Change</b> palette	F3
Change <b>Find Next</b> button to <b>Find First</b>	Alt+Find Next button
Automatic page number character	Ctrl+3
Backslash	Ctrl+\
Flex space	Ctrl+Shift+F
New box	Ctrl+Shift+Enter
New column	Ctrl+Enter
New line	Ctrl+Shift+Return
New paragraph	Ctrl+Return
Next box page number character	Ctrl+4
Previous box page number character	Ctrl+2
Punctuation space	Ctrl+.
Tab	\t
Wild card ( <b>Find</b> field only)	Ctrl+/

Lists palette	Command
Show or hide the <b>Lists</b> palette	Ctrl+F11

Measurements palette	Command
Show or hide the <b>Measurements</b> palette	F9
Apply	Return or Enter
Cancel	Ctrl+.
Foot mark	Ctrl+'
Go to the <b>Font</b> field ( <b>Measurements</b> palette)	Ctrl+Alt+Shift+M
Go to the <b>Measurements</b> palette	Ctrl+Alt+M
Inch mark	Ctrl+Shift+'
Go to the next field	Tab
Go to the previous field	Shift+Tab

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

# Picture commands

Centering and fitting pictures	Command
Center the picture	Ctrl+Shift+M
Fit the picture to the box proportionally	Ctrl+Alt+Shift+F
Scale the picture to fill the box	Ctrl+Alt+Shift+M

  

Importing pictures	Command
Import EPS without adding spot colors	Ctrl+Open in the <b>Import Picture</b> dialog box
Import picture	Ctrl+E
Reimport all pictures in the project	Ctrl+Open in the <b>Open</b> dialog box

  

Modifying a clipping or runaround path	Command
Add a Bézier point	Alt+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	Ctrl+F1
Convert to a curved segment	Ctrl+Shift+F2
Convert to a smooth point	Ctrl+F2
Convert to a straight segment	Ctrl+Shift+F1
Convert to a symmetrical point	Ctrl+F3
Corner to a smooth point	Ctrl+Shift+drag curve handle
Delete a Bézier point	Alt+click point
Edit the clipping path	Ctrl+Shift+F10
Edit the runaround path	Ctrl+F10
Display the curve handles	Ctrl+Shift+drag point
Hide the curve handles	Ctrl+Shift+click point
Select all anchor points in a Bézier shape	Ctrl+Shift+A
Select multiple points	Shift+click
Smooth to a corner point	Ctrl+Shift+drag curve handle

  

Modifying pictures	Command
Apply Negative or Invert picture style	Ctrl+Shift+-
Change the <b>Update</b> button to <b>Update All</b> (Utilities → Usage → Pictures)	Alt+click <b>Update</b> button
<b>Clipping</b> pane (Picture dialog box)	Ctrl+Alt+T
Open the <b>Picture</b> dialog box using the mouse	Ctrl+double-click item
Open the <b>Picture</b> dialog box	Ctrl+M
Open the <b>Picture Halftone Specification</b> dialog box	Ctrl+Shift+H
Open the <b>Runaround</b> pane (Picture dialog box)	Ctrl+T

# Picture commands

<b>Nudging pictures (Item tool)</b>	<b>Command</b>
Down 1 point	Shift+↓
Down 1/10 point	Alt+↓
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+↑

<b>Rotating pictures</b>	<b>Command</b>
Rotate clockwise 1°	Ctrl+Alt+Shift+'
Rotate clockwise 15°	Ctrl+'
Rotate clockwise 90°	Ctrl+Shift+'
Rotate counter clockwise 1°	Ctrl+Alt+Shift+;
Rotate counter clockwise 15°	Ctrl+;
Rotate counter clockwise 90°	Ctrl+Shift+;

<b>Scaling pictures</b>	<b>Command</b>
Decrease scale 5%	Ctrl+Alt+Shift+,
Increase scale 5%	Ctrl+Alt+Shift+.

## Text commands

<b>Adding automatic page numbers to a text box</b>	<b>Command</b>
Automatic page number character	Ctrl+3
Next box page number character	Ctrl+4
Previous box page number character	Ctrl+2

  

<b>Alignment submenu</b>	<b>Command</b>
Centered	Ctrl+Shift+C
Forced	Ctrl+Alt+Shift+J
Justified	Ctrl+Shift+J
Left	Ctrl+Shift+L
Right	Ctrl+Shift+R

  

<b>Changing font</b>	<b>Command</b>
Font field (Measurements palette)	Ctrl+Alt+Shift+M
Previous font	Ctrl+Shift+F9

  

<b>Check spelling and hyphenation</b>	<b>Command</b>
Add (Check Spelling dialog box)	Alt+A
Add all suspect words to auxiliary dictionary (Check Spelling dialog box)	Alt+Shift+click Close button
Article	Ctrl+Alt+Shift+L
Component	Ctrl+Alt+L
Lookup button (Check Spelling dialog box)	Alt+L
Skip button (Check Spelling dialog box)	Alt+S
Suggested hyphenation	Ctrl+Alt+Shift+H
Word	Ctrl+L

  

<b>Using the mouse to select text</b>	<b>Command</b>
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

  

<b>Copying paragraph attributes</b>	<b>Command</b>
Copy formatting from the paragraph clicked to the paragraph where you position the text insertion point or selected text	Alt+Shift+click

# Text commands

Deleting characters	Command
Next character	Shift+Backspace
Next character (extended keyboard)	Delete
Next word	Ctrl+Shift+Backspace
Previous character	Backspace
Previous word	Ctrl+Backspace
Selected characters	Backspace or Delete

  

Dragging and dropping text	Command
Drag and copy text (if on in Input Settings)	Shift+drag
Drag text (if on in Input Settings)	Drag

  

Enter one font character	Command
One Symbol character	Ctrl+Alt+Q

  

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

  

Import/Export	Command
Import text	Ctrl+E
Save text	Ctrl+Alt+E

  

Modify baseline shift	Command
Move baseline down 1 point	Ctrl+Alt+Shift+9
Move baseline up 1 point	Ctrl+Alt+Shift+0

  

Modifying font size	Command
Decrease font size	Ctrl+Shift+,
Decrease font size by 1 pt	Ctrl+Alt+Shift+,
Increase font size	Ctrl+Shift+.
Increase font size by 1 pt	Ctrl+Alt+Shift+.
Other font size	Ctrl+Shift+\

# Text commands

<b>Modifying horizontal/vertical scaling</b>	<b>Command</b>
Decrease scaling 1%	Ctrl+Alt+[
Decrease scaling 5%	Ctrl+[
Increase scaling 1%	Ctrl+Alt+]
Increase scaling 5%	Ctrl+]

  

<b>Modifying kerning/tracking</b>	<b>Command</b>
Decrease 1/20 em	Ctrl+Shift+[
Decrease 1/200 em	Ctrl+Alt+Shift+[
Increase 1/20 em	Ctrl+Shift+]
Increase 1/200 em	Ctrl+Alt+Shift+]

  

<b>Modifying leading</b>	<b>Command</b>
Decrease leading by 0.1 point	Ctrl+Alt+Shift+;
Decrease leading by 1 point	Ctrl+Shift+;
Increase leading by 0.1 point	Ctrl+Alt+Shift+'
Increase leading by 1 point	Ctrl+Shift+'

  

<b>Modifying text attributes</b>	<b>Command</b>
Open the <b>Character Attributes</b> dialog box	Ctrl+Shift+D
<b>Formats</b> pane (Paragraph Attributes dialog box)	Ctrl+Shift+F
Leading	Ctrl+Shift+E
<b>Rules</b> pane (Paragraph Attributes dialog box)	Ctrl+Shift+N
<b>Tabs</b> pane (Paragraph Attributes dialog box)	Ctrl+Shift+T

  

<b>Modifying type styles</b>	<b>Command</b>
All Caps	Ctrl+Shift+K
Bold	Ctrl+Shift+B
Italic	Ctrl+Shift+I
Outline	Ctrl+Shift+O
Plain	Ctrl+Shift+P
Shadow	Ctrl+Shift+S
Small Caps	Ctrl+Shift+H
Strike Thru	Ctrl+Shift+/ Ctrl+Shift+9
Subscript	Ctrl+Shift+9
Superior	Ctrl+Shift+V
Superscript	Ctrl+Shift+0
Underline	Ctrl+Shift+U
Word Underline	Ctrl+Shift+W

# Text commands

Moving the Text Insertion point to the	Command
End of the line	Ctrl+Alt+→ or End
End of the story or component	Ctrl+Alt+↓
Next character	→
Next line	↓
Next paragraph	Ctrl+↓
Next word	Ctrl+→
Previous character	←
Previous line	↑
Previous paragraph	Ctrl+↑
Previous word	Ctrl+←
Beginning of the line	Ctrl+Alt+← or Home
Beginning of the story or component	Ctrl+Alt+↑

Selecting characters	Command
End of the line	Ctrl+Alt+Shift+→
End of the story or component	Ctrl+Alt+Shift+↓
Next character	Shift+→
Next line	Shift+↓
Next paragraph	Ctrl+Shift+↓
Next word	Ctrl+Shift+→
Previous character	Shift+←
Previous line	Shift+↑
Previous paragraph	Ctrl+Shift+↑
Previous word	Ctrl+Shift+←
Beginning of the line	Ctrl+Alt+Shift+←
Beginning of the story or component	Ctrl+Alt+Shift+↑

Spaces	Command
Breaking en space	Ctrl+Shift+6
Breaking flexible space	Ctrl+Shift+5
Breaking punctuation space	Shift+spacebar
Breaking standard space	Spacebar
Nonbreaking en space	Ctrl+Alt+Shift+6
Nonbreaking flexible space	Ctrl+Alt+Shift+5
Nonbreaking punctuation space	Ctrl+Shift+spacebar
Nonbreaking standard space	Ctrl+5

# Text commands

Special characters	Command
Bullet (•)	Alt+Shift+8
Close double quotation marks	Alt+Shift+] ]
Close single quotation mark	Alt+] ]
Copyright symbol (©)	Alt+Shift+C
Dagger (†)	Alt+Shift+T
Discretionary new line	Ctrl+Enter
Indent here	Ctrl+\
New box	Shift+Keypad Enter
New column	Keypad Enter
New line (soft return)	Shift+Enter
New paragraph	Enter
Open double quotation marks	Alt+Shift+[ [
Open single quotation mark	Alt+[ [
Registered symbol (®)	Alt+Shift+R
Right indent tab	Shift+Tab
Section (§)	Alt+Shift+6
Trademark symbol (™)	Alt+Shift+2

Text modifiers	Command
Begin sentence with lower case	Alt+F8
Begin sentence with upper case	F8

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