QuarkXPress 10.2
Keyboard Command Guide: Windows

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Menu commands (Windows®)

File menu	
New Project	Ctrl+N
New Library	Ctrl+Alt+N
Open	Ctrl+O
Close	Ctrl+F4
Save	Ctrl+S
Save as	Ctrl+Shift+S
Revert to last Auto Save	Alt+**Revert to Saved**
Import	Ctrl+E
Save Text	Ctrl+Alt+E
Append	Ctrl+Alt+A
Export Layout as PDF	Ctrl+Alt+P
Export Page as EPS	Ctrl+Alt+Shift+S
Print	Ctrl+P
Exit	Ctrl+Q
Output Job	Ctrl+Alt+Shift+O

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
Paste In Place	Ctrl+Alt+Shift+V
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
Trapping pane (**Preferences** dialog box)	Ctrl+Shift+F12
Tools pane (**Preferences** dialog box)	Double-click tool in the **Tools** palette
Style Sheets dialog box	Shift+F11
Colors dialog box	Shift+F12
H&Js dialog box	Ctrl+Alt+J

Style menu for text	
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+Y
All Caps	Ctrl+Shift+K
Small Caps	Ctrl+Shift+H
Superscript	Ctrl+Shift+0 (zero)
Subscript	Ctrl+Shift+9
Superior	Ctrl+Shift+V
Ligature (not available in Plus and East Asian editions)	Ctrl+Shift+G
Character Attributes dialog box	Ctrl+Shift+D
Change story direction (Plus and East Asian editions only)	Ctrl+Alt+Shift+T
Rubi (Plus and East Asian editions only)	Ctrl+Alt+R
Group Characters (Plus and East Asian editions only)	Ctrl+Shift+G
Alignment	
Left	Ctrl+Shift+L
Centered	Ctrl+Shift+C
Right	Ctrl+Shift+R
Justified	Ctrl+Shift+J
Forced	Ctrl+Alt+Shift+J
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
Stretch Picture To Fit Box	Ctrl+Shift+F
Scale Picture To Box (proportionally)	Ctrl+Alt+Shift+F

Style menu for lines	
Width > Other	Ctrl+Shift+\

Item menu	
Modify	Ctrl+M
Frame	Ctrl+B
Runaround	Ctrl+F10
Clipping	Ctrl+Alt+T
Drop Shadow	Ctrl+Alt+Shift+D
Edit Blio Interactivity	Ctrl+Alt+Shift+B
Duplicate	Ctrl+D
Step and Repeat	Ctrl+Alt+R
Step and Repeat (Plus and East Asian editions only)	Ctrl+Alt+D
Delete	Ctrl+K
Group	Ctrl+G
Ungroup	Ctrl+U
Lock Position/Unlock Position	F6
Bring to Front	F5
Bring Forward	Ctrl+F5
Send to Back	Shift+F5
Send Backward	Ctrl+Shift+F5
Space/Align	Ctrl+, (comma)
Shape (convert Bézier line to filled-center Bézier box)	Alt+**Item > Shape > [Bézier shape]**
Edit	
Runaround	Ctrl+T
Clipping Path	Ctrl+Shift+F10

Page menu	
Go to Page dialog box	Ctrl+J
Display this page's master page	Shift+F4
Display next master page	Ctrl+Shift+F4
Display previous master page	Ctrl+Shift+F3
Display Layout (when a master page is displayed)	Shift+F4
Page Properties (when a Web layout is active)	Ctrl+Alt+Shift+A
Preview Layout (as SWF)	Ctrl+Alt+B

Layout menu	
Layout Properties dialog box	Ctrl+Alt+Shift+P

View menu	
Fit in Window	Ctrl+0 (zero)
Switch to **Reflow** view	Ctrl+9
Switch to **Story Editor** view	Ctrl+8
Switch to **Trim** view	Ctrl+Alt+Shift+F7
Fit largest spread in window	Alt+**Fit in Window** or Ctrl+Alt+0 (zero)
Actual Size	Ctrl+1 (one)
Thumbnails	Shift+F6
Display/hide **Guides**	F7
Display/hide **Page Grids**	Ctrl+F7
Display/hide **Text Box Grids**	Ctrl+Alt+F7
Snap to Guides	Shift+F7
Snap to Page Grids	Shift+Alt+F7
Display/hide **Rulers**	Ctrl+R
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+W
Check Spelling > Story	Ctrl+Alt+W
Check Spelling > Layout	Ctrl+Alt+Shift+W
Add (during Check Spelling session)	Ctrl+A
Add all suspect words to auxiliary dictionary (during Check Spelling session)	Alt+Shift+click Add All button
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 **Tools** palette	F8
Display/hide **Measurements** palette	F9
Display/hide **Page Layout** palette	F4
Display/hide **Style Sheets** palette	F11
Display/hide **Colors** palette	F12

Window menu	
Display/hide **Trap Information** palette	Ctrl+F12
Display/hide **Lists** palette	Ctrl+F11
Display/hide **Interactive** palette	Ctrl+Alt+F8

Help menu	
Help	F1

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)

Tools palette	
Display/hide palette	Ctrl+F11
Select next tool (or display **Tools** palette)	Ctrl+Alt+Tab or Ctrl+F8
Select previous tool (or display **Tools** palette)	Ctrl+Alt+Shift+Tab or Ctrl+Shift+F8
Open **Tools** pane of **Preferences** dialog box	Double-click item creation tool or **Zoom** tool
Toggle between **Item** and **Text Content** tool or **Picture Content** tool	Shift+F8
Content tool changes to **Item** tool temporarily	Ctrl
Move flyout tool to main palette	Control+select tool
Move tool into pop-up tool list	Control+click tool
Tool selection shortcuts (not available when **Text Content** tool is selected)	
Item tool	V
Text tools	T
Picture tool	R
Box tools	B
Line tool	L
Pen tools	P
Table tool	G
Zoom tool	Z
Pan tool	X

Measurements palette	
Display/hide palette	Ctrl+F11
Select the **X** field of the **Classic** tab or the **Space/Align** tab (or display palette)	Ctrl+Alt+M
Select the Font field of the **Classic** tab or the **Character Attributes** tab	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)
Display **Space/Align** tab	Ctrl+, (comma)

Page Layout palette	
Display palette	Ctrl+F
Open **Insert Pages** dialog box	Alt+drag master page into layout area
Display **Insert Pages** context menu	Right-click page
Display absolute page number	Alt+click page

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
(apply to paragraph attributes only)	Alt+Shift+click paragraph style sheet

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

Trap Information palette	
Display/hide palette	Ctrl+F11

Lists palette	
Display/hide palette	Ctrl+F11

Index palette	
Select **Text** field	Ctrl+Alt+I
Click **Add** button	Ctrl+Alt+Shift+I
Edit selected index entry	Double-click
Click **Add Reversed** button	Alt+click **Add** button

Find/Change palette	
Display palette	Ctrl+F
Close palette	Ctrl+Alt+F
Change **Find Next** button to **Find First**	Alt

Project and layout commands (Windows)

Displaying pages	
Go to Page dialog box	Ctrl+J
Display this page's master page	Shift+F4
Display next master page	Ctrl+Shift+F4
Display previous master page	Ctrl+Shift+F3
Display Layout (when a master page is displayed)	Shift+F4

Changing views	
Access View Percentage field	Ctrl+Alt+V
Any view to **Actual Size**	Ctrl+1 (one)
Any view to **Fit in Window**	Ctrl+0 (zero)
Any view to **200%**	Ctrl+Alt+click
Toggle between **100%** and **200%**	Ctrl+Alt+click
Fit largest spread in window	Alt+**Fit in Window** or Ctrl+Alt+0 (zero)
Zoom in	Ctrl+Space+click/drag
Zoom out	Ctrl+Alt+Space+click/drag
Zoom in (not available when **Text Content** tool is selected)	Ctrl+ =
Zoom out (not available when **Text Content** tool is selected)	Ctrl+ - (hyphen)
Minimize/maximize project window	F3
Fit spread in window	Shift+F3

Redrawing the screen	
Stop redraw	Escape
Force redraw	Shift+Escape

Deleting ruler guides	
Delete horizontal ruler guides	Alt+click horizontal ruler
Delete vertical ruler guides	Alt+click vertical ruler

Closing projects	
Close project window	Ctrl+F4
Close project and quit QuarkXPress®	Alt+Shift+F4 or Alt+F4

Displaying context menu	
Project window context menu	Alt+ - (hyphen)
Active object context menu	Shift+F10

Navigating among layouts	
Cycle through layouts	Alt+’ (apostrophe)

Navigating among projects	
Cycle through project windows	Ctrl+Tab or Ctrl+F6

Scrolling	
With **Pan** tool	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

Item commands (Windows)

Selecting/deselecting items	
Select item in back or behind	Ctrl+Alt+Shift+click where items overlap
Select multiple items or points	Shift+click
Deselect all items	Escape

Creating, resizing, and rotating items	
Constrain to square or circle while creating a box	Press Shift while creating
Constrain proportions while resizing	Shift+drag handle
Scale contents while resizing item	Ctrl+drag handle
Resize relative to center	Alt+drag handle
Resize multiple items (requires multiple selection)	Press Ctrl before dragging handle
Constrain item rotation to 0°/45°/90°	Press Shift while rotating
Constrain straight line angle to 0°/45°/90°	Press Shift while creating or resizing line
Duplicate item while dragging	Press Alt while dragging item

Editing Bézier items and paths	
Add Bézier point	Click segment with **Bézier Pen** tool
Delete Bézier point	Click point with **Bézier Pen** tool
Invoke **Select Point** mode from **Bézier Pen** tool	Ctrl
Invoke **Convert Point** mode from **Bézier Pen** tool	Alt
Invoke **Convert Point** mode while dragging Bézier handle	Alt+drag
Retract Bézier handle	Alt+click control handle
Delete active Bézier point	Delete (**Select Point** tool must be selected)
Select all points on Bézier item or path	Double click point with **Select Point** tool
Invoke Item mode from **Bézier Pen** tool	Ctrl +Alt
Constrain active point to 45° movement	Shift+drag point
Constrain active curve handle to 45° movement	Shift+drag curve handle
Convert Bézier line to filled-center Bézier box	Alt+ **Item > Shape >** [Bézier shape]

Applying drop shadows to items	
Drop Shadow tab of the **Modify** dialog box	Ctrl+Alt+Shift+D

DIsplaying the Modify dialog box	
Display **Modify** dialog box for selected item	Double-click item with **Item** tool

Displaying Usage dialog box	
Display the **Usage** dialog box (**Fonts** pane)	F2

Displaying Usage dialog box	
Display the **Pictures** tab of the **Usage** dialog box	Shift+F2

Modifying line width	
Increase	
Preset range	Ctrl+Shift+. (period)
1 point	Ctrl+Alt+Shift+. (period)
Decrease	
Preset range	Ctrl+Shift+, (comma)
1 point	Ctrl+Shift+; (semicolon)

Moving items	
With no constraints	Drag (**Item** tool) or Ctrl+drag (**Text Content** tool or **Picture Content** tool)
With horizontal/vertical constraints	Shift+drag (**Item** tool) or Ctrl+Shift+drag (**Text Content** tool or **Picture Content** tool)

Nudging items (Item tool)	
Move 1 point	Arrow keys
Move 1/10 point	Alt+arrow keys
Move 10 points (amount configurable in **Preferences**)	Shift+arrow keys

Modifying boxes	
Resize box, constraining shape	Shift+drag box handle
Resize box, maintaining aspect ratio	Alt+Shift+drag box handle
Resize box and scale picture/text	Ctrl+drag box handle
Resize box and scale picture/text, constraining shape	Ctrl+Shift+drag box handle
Resize box and scale picture/text, maintaining aspect ratio	Ctrl+Alt+Shift+drag box handle

Displaying context menu (items)	
Display context menu of item	Shift+F10

Text commands (Windows)

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

Changing language	
Force apply a language (override language locking)	Ctrl+select a language in the Language drop-down menu

Changing font	
Font field in **Measurements** palette	Ctrl+Alt+Shift+M
Previous font	Ctrl+Shift+F9
Next font	Ctrl+F9
Force apply a font (override font locking)	Ctrl+select a font in the **Font** menu

Entering one font character	
Symbol font character	Ctrl+Alt+Q

Modifying font size	
Increase	
Preset range	Ctrl+Shift+. (period)
1 point	Ctrl+Alt+Shift+. (period)
Decrease	
Preset range	Ctrl+Shift+, (comma)
1 point	Ctrl+Shift+; (semicolon)
Size > Other	Ctrl+Shift+\
Resize interactively	
Proportional relative to center	Ctrl+Alt+Shift+drag handle
Proportional	Ctrl+Shift+drag handle
Nonproportional	Ctrl+drag handle

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)
Decrease	
1 point	Ctrl+Shift+; (semicolon)
1/10 point	Ctrl+Alt+Shift+; (semicolon)

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

Searching for text	
Wild card (**Find** only) (\?)	Ctrl+/
Tab	\t
New paragraph (\p)	Enter
New line (\n)	Shift+Enter
New column (\c)	Keypad Enter
New box (\b)	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
Word joiner	\j
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

Clicking buttons in Check Spelling dialog box	
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

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

Spaces	
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
Breaking em space	Ctrl+Shift+7
Nonbreaking em space	Ctrl+Alt+Shift+7
Breaking thin space	Ctrl+Shift+8
Nonbreaking thin space	Ctrl+Alt+Shift+8

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
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
Reimport all pictures in project	Ctrl+**Open** in **Open** dialog box

Scaling pictures	
Increase 5%	Ctrl+Alt+Shift+. (period)
Decrease 5%	Ctrl+Alt+Shift+, (comma)

Resizing boxes and pictures	
Resize maintaining aspect ratio	Shift+drag handle
Resize box and scale picture	Ctrl+drag box handle
Resize relative to center	Alt+drag handle
Rotate picture content relative to center	Alt+drag rotation handle

Centering and fitting pictures	
Center	Ctrl+Shift+M
Fit to box	Ctrl+Shift+F

Nudging pictures (Content tool)	
Left 1 point	←
Left 1/10 point	Alt+←
Right 1 point	→
Right 1/10 point	Alt+→
Up 1 point	↑
Up 1/10 point	Alt+↑
Down 1 point	↓
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
Apply **Negative/Invert** picture style	Ctrl+Shift+ - (hyphen)

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