

# QuarkXPress 2016

## Keyboard Command Guide: Mac OS X

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# Menu commands (Mac OS®)

## QuarkXPress menu

|             |                  |
|-------------|------------------|
| Preferences | ⌘+Option+Shift+Y |
| Quit        | ⌘+Q              |

## File menu

|                          |                                |
|--------------------------|--------------------------------|
| New Project              | ⌘+N                            |
| New Library              | ⌘+Option+N                     |
| Open                     | ⌘+O                            |
| Close                    | ⌘+W                            |
| Save                     | ⌘+S                            |
| Save As                  | ⌘+Shift+S                      |
| Revert to last Auto Save | Option+ <b>Revert to Saved</b> |
| Import                   | ⌘+E                            |
| Save Text                | ⌘+Option+E                     |
| Append                   | ⌘+Option+A                     |
| Export Layout as PDF     | ⌘+Option+P                     |
| Export Page as EPS       | ⌘+Option+Shift+S               |
| Print                    | ⌘+P                            |

## Edit menu

|                                         |                  |
|-----------------------------------------|------------------|
| Undo                                    | ⌘+Z              |
| Redo                                    | ⌘+Shift+Z        |
| Cut                                     | ⌘+X              |
| Copy                                    | ⌘+C              |
| Paste                                   | ⌘+V              |
| Paste without Formatting                | ⌘+Option+V       |
| Paste In Place                          | ⌘+Option+Shift+V |
| Select All                              | ⌘+A              |
| Find/Change                             | ⌘+F              |
| Close Find/Change                       | ⌘+Option+F       |
| Paragraph pane (Preferences dialog box) | ⌘+Option+Y       |
| Style Sheets dialog box                 | Shift+F11        |
| Colors dialog box                       | Shift+F12        |
| Special Characters                      | ⌘+Option+T       |

## Style menu for text

|              |           |
|--------------|-----------|
| Size > Other | ⌘+Shift+\ |
|--------------|-----------|

| Style menu for text                                        |                            |
|------------------------------------------------------------|----------------------------|
| 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                  |
| 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                  |
| Rules                                                      | ⌘+Shift+N                  |
| Insert Footnote                                            | ⌘+Opt+Shift+F1             |
| Insert End Note                                            | ⌘+Opt+Shift+F2             |
| Return to Reference                                        | ⌘+Opt+Shift+F4             |
| Toggle Font Previews preference                            | Shift+display Font submenu |
| Style menu for pictures                                    |                            |
| Center Picture                                             | ⌘+Shift+M                  |
| Stretch Picture to Fit Box                                 | ⌘+Shift+F                  |
| Scale Picture to Box (Proportionally)                      | ⌘+Option+Shift+F           |

| Item menu                                                 |                                               |
|-----------------------------------------------------------|-----------------------------------------------|
| Modify                                                    | ⌘+M                                           |
| Frame                                                     | ⌘+B                                           |
| Runaround                                                 | ⌘+T                                           |
| Drop Shadow                                               | ⌘+Option+Shift+D                              |
| Duplicate                                                 | ⌘+D                                           |
| Step and Repeat                                           | ⌘+Option+R                                    |
| Super Step and Repeat (Plus and East Asian editions only) | ⌘+Option+D                                    |
| Delete                                                    | ⌘+K                                           |
| Group                                                     | ⌘+G                                           |
| Ungroup                                                   | ⌘+U                                           |
| Lock Position/Unlock Position                             | F6                                            |
| Apply Fit Box to Text                                     | Cmd + Option + Shift + F5                     |
| Send to Back                                              | Shift+F5                                      |
| Bring to Front                                            | F5                                            |
| Bring Forward                                             | Option+Item > Bring to Front or Option+F5     |
| Send Backward                                             | Option+Item > Send to Back or Option+Shift+F5 |
| Insert Inline Table                                       | Cmd+Opt+Shift+Z                               |
| Space/Align                                               |                                               |
| Left Align (Item Relative)                                | ⌘+Left arrow key                              |
| Left Align (Page Relative)                                | ⌘+Shift+Left arrow key                        |
| Right Align (Item Relative)                               | ⌘+Right arrow key                             |
| Right Align (Page Relative)                               | ⌘+Shift+Right arrow key                       |
| Center Align Horizontal (Item Relative)                   | ⌘+[                                           |
| Center Align Horizontal (Page Relative)                   | Shift+⌘+[                                     |
| Center Align Vertical (Item Relative)                     | ⌘+]                                           |
| Center Align Vertical (Page Relative)                     | Shift+⌘+]                                     |
| Top Align (Item Relative)                                 | ⌘+Up arrow key                                |
| Top Align (Page Relative)                                 | ⌘+Shift+Up arrow key                          |
| Bottom Align (Item Relative)                              | ⌘+Down arrow key                              |
| Bottom Align (Page Relative)                              | ⌘+Shift+Down arrow key                        |
| Display Space/Align tab of Measurements palette           | ⌘+, (comma)                                   |
| Shape (convert Bézier line to filled-center Bézier box)   | Option+ Item > Shape > [Bézier shape]         |
| Edit                                                      |                                               |
| Runaround                                                 | Option+F4                                     |
| Clipping Path                                             | Option+Shift+F4                               |
| Point/Segment Type                                        |                                               |
| Corner Point                                              | Option+F1                                     |

| Item menu         |                 |
|-------------------|-----------------|
| Smooth Point      | Option+F2       |
| Symmetrical Point | Option+F3       |
| Straight Segment  | Option+Shift+F1 |
| Curved Segment    | Option+Shift+F2 |

| Page menu                                        |                  |
|--------------------------------------------------|------------------|
| Go to Page dialog box                            | ⌘+J              |
| Display this page's master page                  | Shift+F10        |
| Display next master page                         | Option+F10       |
| Display previous master page                     | Option+Shift+F10 |
| Display Layout (when a master page is displayed) | Shift+F10        |
| Display page pop-up menu                         | Ctrl+Alt+J       |

| Layout menu                  |                   |
|------------------------------|-------------------|
| Layout Properties dialog box | ⌘+Option+Shift+P  |
| Display previous layout      | Control+Shift+Tab |
| Display next layout          | Control+Tab       |

| View menu                         |                                           |
|-----------------------------------|-------------------------------------------|
| Fit in Window                     | ⌘+0 (zero)                                |
| Switch to Reflow view             | ⌘+9                                       |
| Switch to Story Editor view       | ⌘+8                                       |
| Switch to Trim view               | ⌘+Option+Shift+F7                         |
| Fit largest spread in window      | Option+Fit in Window or ⌘+Option+0 (zero) |
| Actual Size                       | ⌘+1                                       |
| Thumbnails                        | Shift+F6                                  |
| Display/hide Guides               | F7                                        |
| Display/hide Page Grids           | Option+F7                                 |
| Display/hide Text Box Grids       | ⌘+Option+F7                               |
| Snap to Guides                    | Shift+F7                                  |
| Snap to Page Grids                | Option+Shift+F7                           |
| Display/hide Rulers               | ⌘+R                                       |
| Display/hide Invisibles           | ⌘+I                                       |
| Switch to Output Preview view set | ⌘+Option+Shift+G                          |
| Switch to Authoring View view set | ⌘+Option+Shift+I                          |
| Hide Selection                    | ⌘+Shift+H                                 |
| Enter full screen                 | ⌘+Option+F                                |
| Display/hide Dynamic Guides       | ⌘+F7                                      |

## Utilities menu

|                                                                               |                                   |
|-------------------------------------------------------------------------------|-----------------------------------|
| Check Spelling > Word/Selection                                               | ⌘+L                               |
| Check Spelling > Story                                                        | ⌘+Option+L                        |
| Check Spelling > Document Layout                                              | ⌘+Option+Shift+L                  |
| Add (during Check Spelling session)                                           | ⌘+A                               |
| Add all suspect words to auxiliary dictionary (during Check Spelling session) | Option+Shift+click Add All button |
| Skip button (during Check Spelling session)                                   | ⌘+S                               |
| Replace All button (during Check Spelling session)                            | ⌘+R                               |
| Replace button (during Check Spelling session)                                | ⌘+Shift+R                         |
| Done button (during Check Spelling session)                                   | ⌘+D                               |
| Suggested Hyphenation                                                         | ⌘+Option+Shift+H                  |
| Usage dialog box                                                              |                                   |
| Fonts pane                                                                    | ⌘+F6 or F13                       |
| Pictures pane                                                                 | ⌘+Option+F6                       |
| Line Check > Next Line                                                        | ⌘+;                               |

## Window menu

|                                   |            |
|-----------------------------------|------------|
| Display/hide Tools palette        | F8         |
| Display/hide Measurements palette | F9         |
| Display/hide Page Layout palette  | F10        |
| Display/hide Style Sheets palette | F11        |
| Display/hide Colors palette       | F12        |
| Display/hide Lists palette        | Option+F11 |

## Dialog box commands (Mac OS)

| Fields                                                             |                     |
|--------------------------------------------------------------------|---------------------|
| Select next field                                                  | Tab                 |
| Select previous field                                              | Shift+Tab           |
| Select field with text insertion bar                               | Double-click        |
| Cut                                                                | ⌘+X                 |
| Copy                                                               | ⌘+C                 |
| Paste                                                              | ⌘+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 |
| 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)

| Tools palette                                                                                       |                                       |
|-----------------------------------------------------------------------------------------------------|---------------------------------------|
| Display/hide palette                                                                                | F8                                    |
| Switch between <b>Item</b> tool and <b>Text Content</b> tool or <b>Picture Content</b> tool         | Shift+F8                              |
| Select next tool                                                                                    | Option+F8                             |
| Select previous tool                                                                                | ⌘+Option+F8                           |
| Move tool to main palette                                                                           | Control+select tool                   |
| Move tool into pop-up tool list                                                                     | Control+click tool                    |
| Tool selection shortcuts (not available when <b>Text Content</b> tool is selected)                  |                                       |
| <b>Item</b> tool                                                                                    | V                                     |
| <b>Text</b> tools                                                                                   | T                                     |
| <b>Picture Content</b> tool                                                                         | R                                     |
| <b>Box</b> tools                                                                                    | B                                     |
| <b>Line</b> tool                                                                                    | L                                     |
| <b>Pen</b> tools                                                                                    | P                                     |
| <b>Table</b> tool                                                                                   | G                                     |
| <b>Zoom</b> tool                                                                                    | Z                                     |
| <b>Pan</b> tool                                                                                     | X                                     |
| Measurements palette                                                                                |                                       |
| Display/hide palette                                                                                | F9                                    |
| Select the <b>X</b> field of the <b>Home</b> tab or the <b>Space/Align</b> tab (or display palette) | ⌘+Option+M                            |
| Select the <b>Font</b> field of the <b>Home</b> tab or the <b>Character</b> tab                     | ⌘+Option+Shift+M                      |
| Select the <b>Character</b> tab                                                                     | ⌘+Shift+D                             |
| Select the <b>Font Size</b> field of the <b>Character</b> tab                                       | ⌘+Shift+\                             |
| Select the <b>Leading</b> field of the <b>Paragraph</b> tab                                         | ⌘+Shift+E                             |
| Select the initial field of the <b>Paragraph</b> tab                                                | ⌘+Shift+F                             |
| Select the <b>Rules</b> tab                                                                         | ⌘+Shift+N                             |
| Select the <b>Position</b> field of the <b>Tabs</b> tab                                             | ⌘+Shift+T                             |
| Select the initial field of the <b>Frame</b> tab                                                    | ⌘+BF                                  |
| Select the <b>Runaround</b> tab                                                                     | ⌘+T                                   |
| Select the <b>Drop Shadow</b> tab                                                                   | ⌘+Option+Shift+T                      |
| Toggle <b>Font Preview</b> preference                                                               | Shift+display the Font drop-down menu |
| Select next field                                                                                   | Tab                                   |
| Select previous field                                                                               | Shift+Tab                             |

| <b>Measurements palette</b>                                            |                        |
|------------------------------------------------------------------------|------------------------|
| Toggle forward through tabs                                            | ⌘+Option+; (semicolon) |
| Toggle backward through tabs                                           | ⌘+Option+, (comma)     |
| <b>Exit/Apply</b>                                                      | Return or Enter        |
| <b>Exit/Cancel</b>                                                     | ⌘+. (period) or Escape |
| Display <b>Space/Align</b> tab                                         | ⌘+, (comma)            |
| <b>Modifying Font Size via the Measurements Palette Ticker</b>         |                        |
| Font size Increment Decrement (Points, from Drop Down list)            | Click Ticker           |
| Font size Increment Decrement (1 Point)                                | Option+Click Ticker    |
| Font size Increment Decrement (20 Points)                              | Shift+Click Ticker     |
| <b>Modifying Scale percentage via the Measurements Palette Ticker</b>  |                        |
| Scale Percentage Increment/Decrement (10%)                             | Click Ticker           |
| Scale Percentage Increment/Decrement (1%)                              | Option+Click Ticker    |
| Scale Percentage Increment/Decrement (25%)                             | Shift+Click Ticker     |
| <b>Modifying Kerning/Tracking via the Measurements Palette Ticker</b>  |                        |
| Kerning/Tracking Increment/Decrement (10 em)                           | Click Ticker           |
| Kerning/Tracking Increment/Decrement (1 em)                            | Option+Click Ticker    |
| Kerning/Tracking Increment/Decrement (100 em)                          | Shift+Click Ticker     |
| <b>Modifying Sending (Points)via the Measurements Palette Ticker</b>   |                        |
| Sending Increment/Decrement (1 point)                                  | Click Ticker           |
| Sending Increment/Decrement (0.1 point)                                | Option+Click Ticker    |
| Sending Increment/Decrement (10 points)                                | Shift+Click Ticker     |
| <b>Modifying Baseline Shift via the Measurements Palette Ticker</b>    |                        |
| Baseline Shift Increment/Decrement (1 point)                           | Click Ticker           |
| Baseline Shift Increment/Decrement (0.1 points)                        | Option+Click Ticker    |
| Baseline Shift Increment/Decrement (10 points)                         | Shift+Click Ticker     |
| <b>Modifying Box Picture Angle via the Measurements Palette Ticker</b> |                        |
| Box Picture Angle Increment/Decrement (10 Degrees)                     | Click Ticker           |
| Box Picture Angle Increment/Decrement (1 Degree)                       | Option+Click Ticker    |
| Box Picture Angle Increment/Decrement (45 Degrees)                     | Shift+Click Ticker     |
| <b>Modifying Box Picture Skew via the Measurements Palette Ticker</b>  |                        |
| Skew Picture 10 Degrees                                                | Click Ticker           |

## Measurements palette

|                       |                     |
|-----------------------|---------------------|
| Skew Picture 1 Degree | Option+Click Ticker |
|-----------------------|---------------------|

|                         |                    |
|-------------------------|--------------------|
| Skew Picture 25 Degrees | Shift+Click Ticker |
|-------------------------|--------------------|

### Modifying Box Angle via the Measurements Palette Ticker

|                                            |              |
|--------------------------------------------|--------------|
| Box Angle Increment/Decrement (10 Degrees) | Click Ticker |
|--------------------------------------------|--------------|

|                                          |                     |
|------------------------------------------|---------------------|
| Box Angle Increment/Decrement (1 Degree) | Option+Click Ticker |
|------------------------------------------|---------------------|

|                                            |                    |
|--------------------------------------------|--------------------|
| Box Angle Increment/Decrement (45 Degrees) | Shift+Click Ticker |
|--------------------------------------------|--------------------|

### Modifying Box Skew via the Measurements Palette Ticker

|                       |              |
|-----------------------|--------------|
| Skew Box (10 Degrees) | Click Ticker |
|-----------------------|--------------|

|                     |                     |
|---------------------|---------------------|
| Skew Box (1 Degree) | Option+Click Ticker |
|---------------------|---------------------|

|                       |                    |
|-----------------------|--------------------|
| Skew Box (25 Degrees) | Shift+Click Ticker |
|-----------------------|--------------------|

### Modifying Box Corner Radius via the Measurements

#### Palette Ticker

|                                               |              |
|-----------------------------------------------|--------------|
| Corner Radius Increment/Decrement (10 points) | Click Ticker |
|-----------------------------------------------|--------------|

|                                             |                     |
|---------------------------------------------|---------------------|
| Corner Radius Increment/Decrement (1 point) | Option+Click Ticker |
|---------------------------------------------|---------------------|

|                                               |                    |
|-----------------------------------------------|--------------------|
| Corner Radius Increment/Decrement (25 points) | Shift+Click Ticker |
|-----------------------------------------------|--------------------|

### Modifying Box Text Angle via the Measurements Palette

#### Ticker

|                                                 |              |
|-------------------------------------------------|--------------|
| Box Text Angle Increment/Decrement (10 Degrees) | Click Ticker |
|-------------------------------------------------|--------------|

|                                               |                     |
|-----------------------------------------------|---------------------|
| Box Text Angle Increment/Decrement (1 Degree) | Option+Click Ticker |
|-----------------------------------------------|---------------------|

|                                                 |                    |
|-------------------------------------------------|--------------------|
| Box Text Angle Increment/Decrement (45 Degrees) | Shift+Click Ticker |
|-------------------------------------------------|--------------------|

### Modifying Box Text Skew via the Measurements Palette

#### Ticker

|                                                |              |
|------------------------------------------------|--------------|
| Box Text Skew Increment/Decrement (10 Degrees) | Click Ticker |
|------------------------------------------------|--------------|

|                                              |                     |
|----------------------------------------------|---------------------|
| Box Text Skew Increment/Decrement (1 Degree) | Option+Click Ticker |
|----------------------------------------------|---------------------|

|                                                |                    |
|------------------------------------------------|--------------------|
| Box Text Skew Increment/Decrement (25 Degrees) | Shift+Click Ticker |
|------------------------------------------------|--------------------|

### Modifying Box Text Gutter Width via the Measurements

#### Palette Ticker

|                                                     |              |
|-----------------------------------------------------|--------------|
| Box Text Gutter Width Increment/Decrement (1 Point) | Click Ticker |
|-----------------------------------------------------|--------------|

|                                                       |                     |
|-------------------------------------------------------|---------------------|
| Box Text Gutter Width Increment/Decrement (0.1 Point) | Option+Click Ticker |
|-------------------------------------------------------|---------------------|

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| Box Text Gutter Width Increment/Decrement (10 Points) | Shift+Click Ticker |
|-------------------------------------------------------|--------------------|

### Modifying Box Text Top Inset via the Measurements

#### Palette Ticker

|                                                  |              |
|--------------------------------------------------|--------------|
| Box Text Top Inset Increment/Decrement (1 Point) | Click Ticker |
|--------------------------------------------------|--------------|

|                                                    |                     |
|----------------------------------------------------|---------------------|
| Box Text Top Inset Increment/Decrement (0.1 Point) | Option+Click Ticker |
|----------------------------------------------------|---------------------|

|                                                    |                    |
|----------------------------------------------------|--------------------|
| Box Text Top Inset Increment/Decrement (10 Points) | Shift+Click Ticker |
|----------------------------------------------------|--------------------|

### Modifying Box Text Left Inset via the Measurements

#### Palette Ticker

|                                                   |              |
|---------------------------------------------------|--------------|
| Box Text Left Inset Increment/ Decrement(1 Point) | Click Ticker |
|---------------------------------------------------|--------------|

## Measurements palette

|                                                      |                     |
|------------------------------------------------------|---------------------|
| Box Text Left Inset Increment/ Decrement(0.1 Points) | Option+Click Ticker |
|------------------------------------------------------|---------------------|

|                                                     |                    |
|-----------------------------------------------------|--------------------|
| Box Text Left Inset Increment/ Decrement(10 Points) | Shift+Click Ticker |
|-----------------------------------------------------|--------------------|

### Modifying Box Text Bottom Inset via the Measurements

#### Palette Ticker

|                                                     |              |
|-----------------------------------------------------|--------------|
| Box Text Bottom Inset Increment/ Decrement(1 Point) | Click Ticker |
|-----------------------------------------------------|--------------|

|                                                        |                     |
|--------------------------------------------------------|---------------------|
| Box Text Bottom Inset Increment/ Decrement(0.1 Points) | Option+Click Ticker |
|--------------------------------------------------------|---------------------|

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| Box Text Bottom Inset Increment/ Decrement(10 Points) | Shift+Click Ticker |
|-------------------------------------------------------|--------------------|

### Modifying Box Text Right Inset via the Measurements

#### Palette Ticker

|                                                   |              |
|---------------------------------------------------|--------------|
| Box Text Right Inset Increment/Decrement (1Point) | Click Ticker |
|---------------------------------------------------|--------------|

|                                                      |                     |
|------------------------------------------------------|---------------------|
| Box Text Right Inset Increment/Decrement (0.1 Point) | Option+Click Ticker |
|------------------------------------------------------|---------------------|

|                                                      |                    |
|------------------------------------------------------|--------------------|
| Box Text Right Inset Increment/Decrement (10 Points) | Shift+Click Ticker |
|------------------------------------------------------|--------------------|

### Modifying Box Text First Baseline Offset via the

#### Measurements Palette Ticker

|                                                                   |              |
|-------------------------------------------------------------------|--------------|
| Box Text Right First Baseline Offset Increment/ Decrement(1Point) | Click Ticker |
|-------------------------------------------------------------------|--------------|

|                                                                       |                     |
|-----------------------------------------------------------------------|---------------------|
| Box Text Right First Baseline Offset Increment/ Decrement(0.1 Points) | Option+Click Ticker |
|-----------------------------------------------------------------------|---------------------|

|                                                                      |                    |
|----------------------------------------------------------------------|--------------------|
| Box Text Right First Baseline Offset Increment/ Decrement(10 Points) | Shift+Click Ticker |
|----------------------------------------------------------------------|--------------------|

### Modifying Box Text Vertical Alignment Inter Para Max via

#### the Measurements Palette Ticker

|                                                                         |              |
|-------------------------------------------------------------------------|--------------|
| Box Text Vertical Alignment Inter Para Max Increment/Decrement (1Point) | Click Ticker |
|-------------------------------------------------------------------------|--------------|

|                                                                             |                     |
|-----------------------------------------------------------------------------|---------------------|
| Box Text Vertical Alignment Inter Para Max Increment/Decrement (0.1 Points) | Option+Click Ticker |
|-----------------------------------------------------------------------------|---------------------|

|                                                                            |                    |
|----------------------------------------------------------------------------|--------------------|
| Box Text Vertical Alignment Inter Para Max Increment/Decrement (10 Points) | Shift+Click Ticker |
|----------------------------------------------------------------------------|--------------------|

### Modifying Frame Width via the Measurements Palette

#### Ticker

|                                                               |                          |
|---------------------------------------------------------------|--------------------------|
| Frame Width Increment/Decrement (Points, from Drop Down list) | Click for Drop down list |
|---------------------------------------------------------------|--------------------------|

|                                             |                     |
|---------------------------------------------|---------------------|
| Frame Width Increment/Decrement (0.1 Point) | Option+Click Ticker |
|---------------------------------------------|---------------------|

|                                            |                    |
|--------------------------------------------|--------------------|
| Frame Width Increment/Decrement (5 Points) | Shift+Click Ticker |
|--------------------------------------------|--------------------|

### Modifying Left Indent via the Measurements Palette Ticker

|                                            |              |
|--------------------------------------------|--------------|
| Left Indent Increment/Decrement (8 Points) | Click Ticker |
|--------------------------------------------|--------------|

|                                           |                     |
|-------------------------------------------|---------------------|
| Left Indent Increment/Decrement (1 Point) | Option+Click Ticker |
|-------------------------------------------|---------------------|

## Measurements palette

Left Indent Increment/Decrement (25 Points)

Shift+Click Ticker

### Modifying First Line Indent (Absolute) via the Measurements Palette Ticker

First Line Indent(Absolute) Increment/Decrement (8 Points)

Click Ticker

First Line Indent(Absolute) Increment/Decrement (1 Point)

Option+Click Ticker

First Line Indent(Absolute) Increment/ Decrement(25 Points)

Shift+Click Ticker

### Modifying First Line Indent (Em space) via the Measurements Palette Ticker

First Line Indent(Em space) Increment/Decrement (1 Percent)

Click Ticker

First Line Indent(Em space) Increment/Decrement (0.1 Percent)

Option+Click Ticker

First Line Indent(Em space) Increment/Decrement (10 Percent)

Shift+Click Ticker

### Modifying Right Indent via the Measurements Palette Ticker

Right Indent Increment/ Decrement(8 Points)

Click Ticker

Right Indent Increment/ Decrement(1 Point)

Option+Click Ticker

Right Indent Increment/ Decrement(25 Points)

Shift+Click Ticker

### Modifying Space Before via the Measurements Palette Ticker

Space Before Increment/Decrement (1Point)

Click Ticker

Space Before Increment/Decrement (0.1 Points)

Option+Click Ticker

Space Before Increment/Decrement (10 Points)

Shift+Click Ticker

### Modifying Space After via the Measurements Palette Ticker

Space After Increment/Decrement (1 Point)

Click Ticker

Space After Increment/Decrement (0.1 Point)

Option+Click Ticker

Space After Increment/Decrement (10 Points)

Shift+Click Ticker

### Modifying Leading via the Measurements Palette Ticker

Leading Increment/Decrement (1 Point)

Click Ticker

Leading Increment/Decrement (0.1 Point)

Option+Click Ticker

Leading Increment/Decrement (10 Points)

Shift+Click Ticker

### Modifying Drop Cap Font size via the Measurements Palette Ticker

## Measurements palette

|                                                     |                     |
|-----------------------------------------------------|---------------------|
| Drop Cap Font Size Increment/Decrement              | Click Ticker        |
| Drop Cap Font Size Increment/Decrement (1 Percent)  | Option+Click Ticker |
| Drop Cap Font Size Increment/Decrement (25 Percent) | Shift+Click Ticker  |

### Modifying Minimum Distance from Text via the

#### Measurements Palette Ticker

|                                                            |                     |
|------------------------------------------------------------|---------------------|
| Minimum Distance from Text Increment/Decrement (1 Point)   | Click Ticker        |
| Minimum Distance from Text Increment/Decrement (0.1 Point) | Option+Click Ticker |
| Minimum Distance from Text Increment/Decrement (10 Points) | Shift+Click Ticker  |

### Modifying Rule Above From Left via the Measurements

#### Palette Ticker

|                                                      |                     |
|------------------------------------------------------|---------------------|
| Rule Above From Left Increment/Decrement (1 Point)   | Click Ticker        |
| Rule Above From Left Increment/Decrement (0.1 Point) | Option+Click Ticker |
| Rule Above From Left Increment/Decrement (10 Points) | Shift+Click Ticker  |

### Modifying Rule Above From Right via the Measurements

#### Palette Ticker

|                                                       |                     |
|-------------------------------------------------------|---------------------|
| Rule Above From Right Increment/Decrement (1 Point)   | Click Ticker        |
| Rule Above From Right Increment/Decrement (0.1 Point) | Option+Click Ticker |
| Rule Above From Right Increment/Decrement (10 Points) | Shift+Click Ticker  |

### Modifying Rule Above Offset via the Measurements

#### Palette Ticker

|                                                    |                     |
|----------------------------------------------------|---------------------|
| Rule Above Offset Increment/Decrement (10 Percent) | Click Ticker        |
| Rule Above Offset Increment/Decrement (1 Percent)  | Option+Click Ticker |
| Rule Above Offset Increment/Decrement (20 Percent) | Shift+Click Ticker  |

### Modifying Rule Above Offset via the Measurements

#### Palette Ticker

|                                                      |                     |
|------------------------------------------------------|---------------------|
| Rule Above From Left Increment/Decrement (1 Point)   | Click Ticker        |
| Rule Above From Left Increment/Decrement (0.1 Point) | Option+Click Ticker |
| Rule Above From Left Increment/Decrement (10 Points) | Shift+Click Ticker  |

### Modifying Rule Above Width via the Measurements

#### Palette Ticker

|                                                  |                     |
|--------------------------------------------------|---------------------|
| Rule Above Width Increment/Decrement (1 Point)   | Click Ticker        |
| Rule Above Width Increment/Decrement (0.1 Point) | Option+Click Ticker |
| Rule Above Width Increment/Decrement (10 Points) | Shift+Click Ticker  |

### Modifying Rule Below From Left via the Measurements

#### Palette Ticker

## Measurements palette

|                                                      |                     |
|------------------------------------------------------|---------------------|
| Rule Below From Left Increment/Decrement (1 Point)   | Click Ticker        |
| Rule Below From Left Increment/Decrement (0.1 Point) | Option+Click Ticker |
| Rule Below From Left Increment/Decrement (10 Points) | Shift+Click Ticker  |

### Modifying Rule Below From Right via the Measurements

#### Palette Ticker

|                                                      |                       |
|------------------------------------------------------|-----------------------|
| Rule Below From Right Increment/Decrement(1 Point)   | Click Ticker          |
| Rule Below From Right Increment/Decrement(0.1 Point) | Option + Click Ticker |
| Rule Below From Right Increment/Decrement(10 Points) | Shift+Click Ticker    |

### Modifying Rule Below Offset via the Measurements

#### Palette Ticker

|                                                    |                     |
|----------------------------------------------------|---------------------|
| Rule Below Offset Increment/Decrement (10 Percent) | Click Ticker        |
| Rule Below Offset Increment/Decrement (1 Percent)  | Option+Click Ticker |
| Rule Below Offset Increment/Decrement (20 Percent) | Shift+Click Ticker  |

### Modifying Rule Below Offset via the Measurements

#### Palette Ticker

|                                                   |                     |
|---------------------------------------------------|---------------------|
| Rule Below Offset Increment/Decrement (10 Points) | Click Ticker        |
| Rule Below Offset Increment/Decrement (1 Point)   | Option+Click Ticker |
| Rule Below Offset Increment/Decrement (20 Points) | Shift+Click Ticker  |

### Modifying Rule Below Width via the Measurements

#### Palette Ticker

|                                                   |                     |
|---------------------------------------------------|---------------------|
| Rule Below Width Increment/Decrement (1 Points)   | Click Ticker        |
| Rule Below Width Increment/Decrement (0.1 Points) | Option+Click Ticker |
| Rule Below Width Increment/Decrement (10 Points)  | Shift+Click Ticker  |

## Page Layout palette

|                                          |                                                             |
|------------------------------------------|-------------------------------------------------------------|
| Display/hide palette                     | F10                                                         |
| Display <b>Insert Pages</b> context menu | Control+click in the palette                                |
| Display <b>Insert Pages</b> dialog box   | Option+drag master page into the layout area of the palette |
| Display absolute page number             | Option+click page                                           |

## Style Sheets palette

|                                              |                                          |
|----------------------------------------------|------------------------------------------|
| Display/hide palette                         | 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     | Option+click style sheet                 |
| (apply to paragraph attributes only)         | Option+Shift+click paragraph style sheet |

## Colors palette

|                                                                                  |                                                                                                                       |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Display/hide palette                                                             | F12                                                                                                                   |
| Display <b>Colors</b> dialog box                                                 | ⌘+click color name                                                                                                    |
| Display <b>Edit Colors</b> context menu                                          | Control+click color name                                                                                              |
| Display/hide <b>Color Blends</b> palette                                         | Opt + F12                                                                                                             |
| Add a color stop with default color black                                        | Mouse Click below Gradient Slider                                                                                     |
| Add a color stop with custom color                                               | Shift+Mouse Click below Gradient Slider                                                                               |
| Edit color of custom color stop                                                  | Double click on custom Color stop                                                                                     |
| Remove custom color stop                                                         | Select color Stop and Drag out                                                                                        |
| Select/deselect <b>Color Picker</b> tool                                         | K                                                                                                                     |
| Add color to color picker swatch                                                 | Select Color picker and click on desired location                                                                     |
| Add swatch color to <b>Colors</b> palette                                        | 1. Select color and click on "Add to Colors" button<br>2. Double click on swatch color, Press OK in Add color dialog. |
| Add swatch color to <b>Colors</b> palette by suppressing <b>Add Color</b> dialog | Select color, Hold Option key and click on "Add to Colors" button                                                     |
| Add all swatch colors to <b>Colors</b> palette                                   | Shift + Option + Click on "Add to Colors"                                                                             |
| Remove swatch color                                                              | Hold Option Key and Click on Swatch                                                                                   |
| Remove all swatch colors                                                         | Option + Shift and click on any Swatch                                                                                |

## Lists palette

|                      |            |
|----------------------|------------|
| Display/hide palette | Option+F11 |
|----------------------|------------|

## Index palette

|                                  |                                |
|----------------------------------|--------------------------------|
| Display palette                  | ⌘+Option+I                     |
| Select <b>Text</b> field         | ⌘+Option+I                     |
| Click <b>Add</b> button          | ⌘+Option+Shift+I               |
| Click <b>Add Reversed</b> button | Option+click <b>Add</b> button |
| Edit selected index entry        | Double-click                   |

## 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> |

## Turn Hiding On

|                     |           |
|---------------------|-----------|
| All Docked Palettes | Control+` |
| Bottom Palettes     | Control+1 |
| Left Palettes       | Control+2 |
| Top Palettes        | Control+3 |
| Right Palettes      | Control+4 |

# Project and layout commands (Mac OS)

## Tiling and stacking projects

Window menu

## Displaying pages

|                                                         |                  |
|---------------------------------------------------------|------------------|
| Go to <b>Page</b> dialog box                            | ⌘+J              |
| Display this page's master page                         | Shift+F10        |
| Display next master page                                | Option+F10       |
| Display previous master page                            | Option+Shift+F10 |
| <b>Display Layout</b> (when a master page is displayed) | Shift+F10        |

## Changing views

|                                                                    |                                           |
|--------------------------------------------------------------------|-------------------------------------------|
| Access View Percentage field                                       | Control+V                                 |
| Any view to <b>Actual Size</b>                                     | ⌘+1                                       |
| Any view to <b>Fit in Window</b>                                   | ⌘+0                                       |
| Any view to <b>200%</b>                                            | ⌘+Option+click                            |
| Toggle between <b>100%</b> and <b>200%</b>                         | ⌘+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                 |
| Zoom in (not available when <b>Text Content</b> tool is selected)  | ⌘+ + (plus)                               |
| Zoom out (not available when <b>Text Content</b> tool is selected) | ⌘+ - (hyphen)                             |
| Zoom out in <b>WYSIWYG</b> view                                    | Control+Option+click                      |

## Redrawing the screen

|              |                     |
|--------------|---------------------|
| Stop redraw  | ⌘+. (period)        |
| Force redraw | ⌘+Option+. (period) |

## Deleting ruler guides

|                                |                               |
|--------------------------------|-------------------------------|
| Delete horizontal ruler guides | Option+click horizontal ruler |
| Delete vertical ruler guides   | Option+click vertical ruler   |

## Closing projects

|                           |                                      |
|---------------------------|--------------------------------------|
| Close project window      | ⌘+W                                  |
| Close all project windows | Option+click close box or ⌘+Option+W |

## Scrolling

|                      |                 |
|----------------------|-----------------|
| With <b>Pan</b> tool | Option+drag     |
| To start of text     | Control+A       |
| To end of text       | Control+D       |
| 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 |
| Extended keyboard    |                 |
| Start of layout      | Home            |
| End of layout        | 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 |

## Navigating among layouts

|                         |                   |
|-------------------------|-------------------|
| Cycle through layouts   | Control+tab       |
| Display previous layout | Control+Shift+Tab |
| Display next layout     | Control+Tab       |

## Navigating among projects

|                               |     |
|-------------------------------|-----|
| Cycle through project windows | ⌘+` |
|-------------------------------|-----|

## Item commands (Mac OS)

### Selecting/deselecting items

|                                 |                                          |
|---------------------------------|------------------------------------------|
| Select item at back or behind   | ⌘+Option+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                  | ⌘+drag handle                         |
| Resize relative to center                           | Option+drag handle                    |
| Resize multiple items (requires multiple selection) | Press ⌘ before dragging handle        |
| Constrain item rotation to 0°/45°/90°               | Press Shift while rotating            |
| Constrain straight line angle to 0°/45°/90°         | Shift+while creating or resizing line |
| Duplicate item while dragging                       | Option+drag                           |

### Modifying line width

|              |                           |
|--------------|---------------------------|
| Increase     |                           |
| Preset range | ⌘+Shift+. (period)        |
| 1 point      | ⌘+Option+Shift+. (period) |
| Decrease     |                           |
| Preset range | ⌘+Shift+, (comma)         |
| 1 point      | ⌘+Option+Shift+, (comma)  |

### Editing Bézier items and paths

|                                                               |                                                     |
|---------------------------------------------------------------|-----------------------------------------------------|
| Add Bézier point                                              | Click segment with Bézier Pen tool                  |
| Delete Bézier point                                           | Click point with <b>Bézier Pen</b> tool             |
| Invoke <b>Select Point</b> mode from <b>Bézier Pen</b> tool   | ⌘                                                   |
| Invoke <b>Convert Point</b> mode from <b>Bézier Pen</b> tool  | Option                                              |
| Invoke <b>Convert Point</b> mode while dragging Bézier handle | Option+drag                                         |
| Retract Bézier handle                                         | Option+click control handle                         |
| Delete active Bézier point                                    | Delete ( <b>Select Point</b> tool must be selected) |
| Select all points on Bézier item or path                      | Double click point with <b>Select Point</b> tool    |
| Invoke Item mode from <b>Bézier Pen</b> tool                  | ⌘+Option                                            |
| 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               | Option+ Item > Shape > [Bézier shape]               |

## Moving items

|                                      |                                                                                    |
|--------------------------------------|------------------------------------------------------------------------------------|
| With no constraints                  | Drag (Item tool) or ⌘+drag (Text Content tool or Picture Content tool)             |
| With horizontal/vertical constraints | Shift+drag (Item tool) or ⌘+Shift+drag (Text Content tool or Picture Content tool) |

## Nudging items (Item tool)

|                                                             |                   |
|-------------------------------------------------------------|-------------------|
| Move 1 point                                                | Arrow keys        |
| Move 1/10 point                                             | Option+arrow keys |
| Move 10 points (amount configurable in <b>Preferences</b> ) | Shift+arrow keys  |

## Aligning items (Item tool)

|                                                                             |            |
|-----------------------------------------------------------------------------|------------|
| Center align (horizontally) two or more items with each other               | ⌘+[        |
| Center align (vertically) two or more items with each other                 | ⌘+]        |
| Left align two or more items relative to each other                         | ⌘+←        |
| Right align two or more items relative to each other                        | ⌘+→        |
| Top align two or more items relative to each other                          | ⌘+↑        |
| Bottom align two or more items relative to each other                       | ⌘+↓        |
| Center align (horizontally) one or more selected items relative to the page | ⌘+Shift+ [ |
| Center align (vertical) one or more selected items relative to the page     | ⌘+Shift+ ] |
| Left align one or more selected items relative to the page                  | ⌘+Shift+←  |
| Right align one or more selected items relative to the page                 | ⌘+Shift+→  |
| Bottom align one or more selected items relative to the page                | ⌘+Shift+↑  |
| Top align one or more selected items relative to the page                   | ⌘+Shift+↓  |

## Controlling indents

## Text commands (Mac OS)

### Controlling indents

|                 |             |
|-----------------|-------------|
| Increase indent | ⌘+ /        |
| Decrease indent | ⌘+Option+ / |

### Applying drop shadows to items

|                                                    |                  |
|----------------------------------------------------|------------------|
| Drop Shadow tab of the <b>Measurements</b> palette | ⌘+Option+Shift+D |
|----------------------------------------------------|------------------|

### Adding automatic page numbers in text box

|                                    |     |
|------------------------------------|-----|
| Previous box page number character | ⌘+2 |
| Automatic page number character    | ⌘+3 |
| Next box page number character     | ⌘+4 |

### Updating text flow in a layout

|                                               |                                       |
|-----------------------------------------------|---------------------------------------|
| Reflow text as current version of QuarkXPress | Option+Open in <b>Open</b> dialog box |
|-----------------------------------------------|---------------------------------------|

### Changing language

|                                                    |                                                                                                                        |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Force apply a language (override language locking) | Option+select a language in the Language drop-down menu of the <b>Character</b> tab of the <b>Measurements</b> palette |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

### Changing font

|                                            |                                       |
|--------------------------------------------|---------------------------------------|
| Font field in <b>Measurements</b> palette  | ⌘+Option+Shift+M                      |
| Previous font                              | Option+Shift+F9                       |
| Next font                                  | Option+F9                             |
| Force apply a font (override font locking) | Option+select a font in the Font menu |

### Entering one font character

|                              |                  |
|------------------------------|------------------|
| Symbol font character        | Control+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)  |
| Resize interactively |                           |

## Modifying font size

|                                 |                            |
|---------------------------------|----------------------------|
| Proportional relative to center | ⌘+Option+Shift+drag handle |
| Proportional                    | ⌘+Shift+drag handle        |
| Nonproportional                 | ⌘+drag handle              |

## 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) |
|---------|-----------------------|

| Modifying leading     |                              |
|-----------------------|------------------------------|
| 1/10 point            | ⌘+Option+Shift+; (semicolon) |
| Copy Text Formatting  | Command+Alt+Shift+C          |
| Apply Text Formatting | Command+Alt+Shift+A          |

| 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 |
| Go to cross reference source text/marker                                                               | Cmd + Option + Shift + F12                                   |

| 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       |                                       |
|-----------------------------------------------|---------------------------------------|
| Look up                                       | ⌘+L                                   |
| Skip                                          | ⌘+S                                   |
| Add                                           | ⌘+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        |
| New box (\b)                            | ⌘+Shift+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             |
| Em space                                | \m             |
| En space                                | \e             |

| Searching for text                                     |                  |
|--------------------------------------------------------|------------------|
| 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 |

| Special characters       |                          |
|--------------------------|--------------------------|
| Indent here              | ⌘+\                      |
| Conditional style marker | ⌘+Option+Shift+\         |
| 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) |

| 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)                    |

## Hyphens and dashes

|                     |                          |
|---------------------|--------------------------|
| 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+5           |
| Breaking flexible space       | Option+Shift+Space   |
| Nonbreaking flexible space    | ⌘+Option+Shift+Space |
| Breaking punctuation space    | Shift+Space          |
| Nonbreaking punctuation space | ⌘+Shift+Space        |
| Breaking em space             | ⌘+6                  |
| Nonbreaking em space          | ⌘+Option+6           |
| Breaking thin space           | ⌘+7                  |
| Nonbreaking thin space        | ⌘+Option+7           |

## Moving the text insertion point

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

## Selecting characters

|                    |           |
|--------------------|-----------|
| Previous character | Shift+←   |
| Next character     | Shift+→   |
| Previous line      | Shift+↑   |
| Next line          | Shift+↓   |
| Previous word      | ⌘+Shift+← |
| Next word          | ⌘+Shift+→ |

## Selecting characters

|                    |                  |
|--------------------|------------------|
| 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

|                                  |                           |
|----------------------------------|---------------------------|
| Reimport all pictures in project | ⌘+Open in Open dialog box |
|----------------------------------|---------------------------|

### Scaling pictures

|                   |                           |
|-------------------|---------------------------|
| Increase scale 5% | ⌘+Option+Shift+. (period) |
| Decrease scale 5% | ⌘+Option+Shift+, (comma)  |

### Resizing boxes and pictures

|                                              |                             |
|----------------------------------------------|-----------------------------|
| Resize maintaining aspect ratio              | Shift+drag handle           |
| Resize from center, maintaining aspect ratio | Option+Shift+drag handle    |
| Resize box and scale picture                 | ⌘+drag box handle           |
| Resize relative to center                    | Option+drag handle          |
| Rotate picture content relative to center    | Option+drag rotation handle |

### Centering and fitting pictures

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

### Nudging pictures (Content tool)

|                  |          |
|------------------|----------|
| 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

|                                                                                                             |                                   |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 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 |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------|

You can customize these shortcuts through QuarkXPress Preferences

## Modifying pictures

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