

Menu Commands

File Menu

New Document	.CTRL+N
New Library	.CTRL+ALT+N
Open	.CTRL+O
Close	.CTRL+F4
Save	.CTRL+S
Save as	.CTRL+ALT+S
Revert to last	
Auto Save	.ALT+Revert to Saved
Get Text/Picture	.CTRL+E
Save Text	.CTRL+ALT+E
Append	.CTRL+ALT+A
Save Page	
as EPS	.CTRL+ALT+SHIFT+S
Document	
Setup	.CTRL+ALT+SHIFT+P
Page Setup	.CTRL+ALT+P
Print	.CTRL+P
Quit	.CTRL+Q

Edit Menu

Undo	.CTRL+Z
Cut	.CTRL+X
Copy	.CTRL+C
Paste	.CTRL+V
Select All	.CTRL+A
Find/Change	.CTRL+F
Close Find/Change	.CTRL+ALT+F
Application	
Preferences	.CTRL+ALT+SHIFT+Y
Document	
Preferences	.CTRL+Y
Paragraph tab	.CTRL+ALT+Y
Trapping tab	.CTRL+SHIFT+F12
Tool tab	Double-click item creation
	or Zoom tool
Style Sheets	.SHIFT+F11
Colors	.SHIFT+F12
H&Js	.CTRL+SHIFT+F11

Style Menu For Text

Size → Other	.CTRL+SHIFT+\
Type Styles	
Plain	.CTRL+SHIFT+P
Bold	.CTRL+SHIFT+B
Italic	.CTRL+SHIFT+I

Underline	.CTRL+SHIFT+U
Word Underline	.CTRL+SHIFT+W
Strike Thru	.CTRL+SHIFT+/-
Outline	.CTRL+SHIFT+O
Shadow	.CTRL+SHIFT+S
All Caps	.CTRL+SHIFT+K
Small Caps	.CTRL+SHIFT+H
Superscript	.CTRL+SHIFT+0 (zero)
Subscript	.CTRL+SHIFT+9
Superior	.CTRL+SHIFT+V
Character	.CTRL+SHIFT+D
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
Text to Box (anchor boxes	
and delete text)	.ALT+Text to Box

Style Menu For Pictures

Negative	.CTRL+SHIFT+ - (hyphen)
Contrast	.CTRL+SHIFT+O
Halftone	.CTRL+SHIFT+H

Style Menu For Lines

Width → Other	.CTRL+SHIFT+\
---------------	---------------

Item menu

Modify	.CTRL+M
Frame	.CTRL+B
Clipping	.CTRL+ALT+T
Runaround	.CTRL+T
Duplicate	.CTRL+D
Step and Repeat	.CTRL+ALT+D
Delete	.CTRL+K
Group	.CTRL+G
Ungroup	.CTRL+U
Lock/Unlock	.F6
Bring to Front	.F5
Bring Forward	.CTRL+F5
Send to Back	.SHIFT+F5
Send Backward	.CTRL+SHIFT+F5
Space/Align	.CTRL+, (comma)

4

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**

Constrain item rotation
to 0°/45°/90° **SHIFT+while rotating**
Constrain straight line angle
to 0°/45°/90° **SHIFT+while creating,
resizing, or rotating**

Scrolling

With Page Grabber Hand **ALT+drag**
To start of document **CTRL+home**
To end of document **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**

Redrawing The Screen

Halt 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 Documents

Close document window **CTRL+F4**

Selecting/Deselecting Items

Select hidden
item **CTRL+ALT+SHIFT+
+click where items overlap**
Select multiple items
or points **SHIFT+click**
Deselect all items **.tab (Item tool)**

Creating, Resizing, and Rotating Items

Constrain rectangle to
square or oval
to circle **SHIFT+while creating
or resizing**

Editing Bezier Items and Paths

Delete Bezier point **ALT+click point or
backspace (Item tool)**
Delete Bezier point
while creating item **backspace**
Add Bezier point **ALT+click segment**
Corner to
smooth point **CTRL+SHIFT+
+drag curve handle**
Smooth to
corner point **CTRL+SHIFT+
+drag curve handle**
Smooth to corner point
while creating item **CTRL+click point,
then press CTRL+F1**
Edit Bezier while creating item **CTRL**
Retract
curve handles **CTRL+SHIFT+click point**
Expose
curve handles **CTRL+SHIFT+drag point**
Select all Bezier points
in active item **CTRL+SHIFT+A
or triple-click point**
Select all Bezier points
in active path **Double-click point**
Constrain active point
to 45° movement **SHIFT+drag point**
Constrain active curve
handle to 45°
movement **SHIFT+drag curve handle**
Convert Bezier line to filled-center
Bezier box **ALT+Item → Shape →**

Opening Modify Dialog Box

Open Modify dialog
box for selected
item **Double-click item with Item tool**

Item Commands

Modifying Line Width

Increase
 Preset rangeCTRL+SHIFT+>
 1 pointCTRL+ALT+SHIFT+>
 Decrease
 Preset rangeCTRL+SHIFT+<
 1 pointCTRL+ALT+SHIFT+<

Moving Items

With no constraintsCTRL+drag
 With horizontal/vertical
 constraintsCTRL+SHIFT+drag

Nudging Items (Item Tool)

Left 1 point←
 Left 1/10 pointALT+←
 Right 1 point→
 Right 1/10 pointALT+→
 Up 1 point↑
 Up 1/10 pointALT+↑
 Down 1 point↓
 Down 1/10 pointALT+↓

Adding Automatic Page Numbers In Text Box

Previous text boxCTRL+2
 Current text boxCTRL+3
 Next text boxCTRL+4

Text Commands

Updating Text Flow

Reflow text
 in current version
 of QuarkXPressALT+Open in Open

Changing Font

Font field in Measurements
 paletteCTRL+ALT+SHIFT+M
 Previous fontCTRL+SHIFT+F9
 Next fontCTRL+F9

Entering one Font Character

Symbol font
 characterCTRL+SHIFT+Q
 Zapf Dingbats font
 characterCTRL+SHIFT+Z

Modifying Font Size

Increase
 Preset rangeCTRL+SHIFT+>
 1 pointCTRL+ALT+SHIFT+>
 Decrease
 Preset rangeCTRL+SHIFT+<
 1 pointCTRL+ALT+SHIFT+<
 Resize interactively
 ProportionalCTRL+ALT+SHIFT+
 +drag handle
 ConstrainedCTRL+SHIFT+
 +drag handle
 NonproportionalCTRL+
 +drag handle

Modifying Horizontal/Vertical Scaling

Increase
 5%CTRL+]
 1%CTRL+ALT+]
 Decrease
 5%CTRL+[
 1%CTRL+ALT+[

Modifying Kerning/Tracking

Increase
 1/20 emCTRL+SHIFT+}
 1/20 emCTRL+ALT+SHIFT+}
 Decrease
 1/20 emCTRL+SHIFT+{
 1/20 emCTRL+ALT+SHIFT+{

Modifying Baseline Shift

Up 1 pointCTRL+ALT+SHIFT+)
 Down 1 pointCTRL+ALT+SHIFT+(

Modifying Leading (Auto to Absolute)

Increase
 1 pointCTRL+SHIFT+”
 1/10 pointCTRL+ALT+SHIFT+”

6

Decrease

1 point **CTRL+SHIFT+:**

1/10 point **CTRL+ALT+SHIFT+:**

Copying Paragraph Attributes

Copy formats to selected

paragraphs in

text chain **ALT +SHIFT i+click**

Dragging and Dropping text

Drag-copy text (Interactive

Preference on) **SHIFT+drag**

Searching for Text

Wild card (Find only) **CTRL+?**

Tab **CTRL+tab**

New paragraph **CTRL+ENTER**

New line **CTRL+SHIFT+ENTER**

New column **.c**

New box **.b**

Previous box page number . . . **CTRL+2**

Current box page number . . . **CTRL+3**

Next box page number **CTRL+4**

Punctuation space . . . **CTRL+ (period)**

Flex space **CTRL+SHIFT+F**

Backslash **CTRL+**

Clicking Buttons in Check Spelling

Lookup **ALT+L**

Skip **ALT+S**

Add **ALT+A**

Add all suspect
words to auxiliary

dictionary **ALT+SHIFT+Close**

Special Characters

Indent here **CTRL+**

Discretionary new line . **CTRL+ENTER**

New paragraph **ENTER**

New line **SHIFT+ENTER**

New column **ENTER (keypad)**

New box **SHIFT+ENTER (keypad)**

Right-indent tab **SHIFT+tab**

Hyphens and Dashes

Breaking standard hyphen **.hyphen**

Nonbreaking standard hyphen . **CTRE+=**

Discretionary (soft)

hyphen **CTRL+hyphen**

Nonbreaking

en dash . **CTRE+ALT+SHIFT+hyphen**

Breaking em dash **CTRL+SHIFT+=**

Nonbreaking

em dash **CTRL+ALT+SHIFT+=**

Spaces

Breaking standard space **.space**

Nonbreaking standard space . . **CTRL+5**

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 or CTRL+6**

Nonbreaking

punctuation

space **CTRL+SHIFT+space or**

CTRL+ALT+6

Moving The Text Insertion Point to

Previous character **←**

Next character **→**

Previous line **↑**

Next line **↓**

Previous word **CTRL+←**

Next word **CTRL+→**

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

Highlighting Characters

Previous character **SHIFT+←**
 Next character **SHIFT+→**
 Previous line **SHIFT+↑**
 Next line **SHIFT+↓**
 Previous word **CTRL+SHIFT+←**
 Next word **CTRL+SHIFT+→**
 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 Highlight Characters

Position Text Insertion point . . **One click**
 Highlight word . . **Two clicks in the word**
 Highlight word
 and its period,
 comma, etc. **Two clicks between word**
and punctuation
 Highlight line **Three clicks**
 Highlight paragraph **Four clicks**
 Highlight 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
 Highlighted characters . . . **DELETE** or
backspace

Picture Commands

Importing Pictures

Import picture
 at 36 dpi . . **SHIFT+Open in Get Picture**
 Import color TIFF
 as grayscale **CTRL+Open in Get Picture**

Import grayscale TIFF
 as B&W . . **CTRL+Open in Get Picture**
 Import EPS without adding
 spot colors . **CTRL+Open in Get Picture**
 Reimport all pictures
 in document . . . **CTRL+Open in Open**

Scaling Pictures

Increase 5% . . . **CTRL+ALT+SHIFT+>**
 Decrease 5% . . . **CTRL+ALT+SHIFT+<**

Resizing Boxes and Pictures

Resize box constraining
 box shape **SHIFT+drag**
 Resize box maintaining
 aspect ratio **ALT+SHIFT+drag**
 Resize box and
 scale picture **CTRL+drag**
 Resize box and scale
 picture constraining
 box shape **CTRL+SHIFT+drag**
 Resize box and scale
 picture maintaining
 proportions . . **CTRL+ALT+SHIFT+drag**

Centering and Fitting Pictures

Center **CTRL+SHIFT+M**
 Fit to box **CTRL+SHIFT+F**
 Fit to box maintaining
 proportions **CTRL+ALT+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

Negative . . . **CTRL+SHIFT+ - (hyphen)**
 Picture Contrast Specifications
 dialog box **CTRL+SHIFT+C**
 Picture Halftone Specifications
 dialog box **CTRL+SHIFT+H**