



Peachpit Press

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QuarkXPress 5 Keyboard Shortcuts for Macintosh

Text continued

Deleting Text

Previous character key)	Delete (Backspace key)
Next character	⌘ or ⌥-Delete
Previous word	⌘-Delete
Next word	⌘-⌥ or ⌘-⌥-Delete
Highlighted characters	Delete

Character Formats

Character format	⌘-⌥-D
Increase point size (presets)	⌘-⌥-> (period key)
Decrease point size (presets)	⌘-⌥-< (comma key)
Increase point size one point	⌘-⌥-↗
Decrease point size one point	⌘-⌥-↖
Other Size	⌘-⌥-Backslash (\)
Plain Text	⌘-⌥-P
Bold	⌘-⌥-B
Italic	⌘-⌥-I
Underline	⌘-⌥-U
Word Underline	⌘-⌥-W
Strikethrough	⌘-⌥-Slash (/)
Outline	⌘-⌥-O
Shadow	⌘-⌥-S
All Caps	⌘-⌥-K
Small Caps	⌘-⌥-H
Superscript	⌘-⌥-=
Subscript	⌘-⌥-Hyphen
Superior	⌘-⌥-V
Increase Scaling five percent ⁴	⌘-]
Decrease Scaling five percent ⁴	⌘-[
Increase Scaling one percent ⁴	⌘-↗
Decrease Scaling one percent ⁴	⌘-↖
Increase Kern/Track 10 units	⌘-⌥-]
Decrease Kern/Track 10 units	⌘-⌥-[
Increase Kern/Track one unit	⌘-↗-⌥-]
Decrease Kern/Track one unit	⌘-↖-⌥-[
Increase "wordspacing" one unit (with Type Tricks XTension)	⌘-↗-⌥-↖-]
Decrease "wordspacing" one unit (with Type Tricks XTension)	⌘-↖-⌥-↖-[
Baseline Shift down one point	⌘-↗-⌥-Hyphen
Baseline Shift up one point	⌘-↖-⌥-=

Paragraph Formats

Paragraph Format	⌘-⌥-F
Left Alignment	⌘-⌥-L
Right Alignment	⌘-⌥-R
Center Alignment	⌘-⌥-C
Justified Alignment	⌘-⌥-J
Forced Justification	⌘-⌥-↗-J
Leading	⌘-⌥-E
Tabs	⌘-⌥-T
Rules (above and below)	⌘-⌥-N
Increase Leading one point	⌘-⌥-"
Decrease Leading one point	⌘-⌥-;
Increase Leading 1/10 point	⌘-↗-⌥-"
Decrease Leading 1/10 point	⌘-↖-⌥-;
Copy Paragraph Format	⌘-⌥-⌘-any paragraph
Apply No Style before applying style sheet	⌘-⌘-on style sheet in Style Sheet palette

Special Formatting Characters

One Symbol Character	⌘-⌥-Q
One Zapf Dingbats Character	⌘-⌥-Z
Soft Return (New Line)	⌥-Return
Discretionary New Line	⌘-Return
Discretionary Hyphen	⌘-Hyphen
Nonbreaking Hyphen	⌘-=
Nonbreaking Space	⌘-Space or ⌥-Space
New Column	Enter
New Box	⌥-Enter
En Space	⌘-Space
Nonbreaking En Space	⌘-↗-Space or ⌘-↗-5
Flex Space	⌘-⌥-Space
Nonbreaking Flex Space	⌘-↗-⌥-Space
Punctuation Space	⌥-Space
Nonbreaking Punctuation Space	⌘-⌥-Space
Breaking em dash	⌘-⌥-hyphen
Nonbreaking em dash	⌘-↗-=
Current page number	⌘-3
Previous text box page number	⌘-2
Next text box page number	⌘-4
Indent to Here	⌘-Backslash (\)
Flush Right Tab	⌘-Tab

Find/Change Characters

Tab	⌥ or ⌘-↖-Tab
New paragraph	⌥ or ⌘-Return
New line	⌥ or ⌘-⌥-Return
New column	⌥ or ⌘-Enter
New box	⌥ or ⌘-⌥-Enter
Previous text box page number	⌥2 or ⌘-2
Current page number	⌥3 or ⌘-3
Next text box page number	⌥4 or ⌘-4
Wildcard	⌥? or ⌘-?
Punctuation Space	⌥. or ⌘-period
Flex Space	⌥f or ⌘-⌥-F
Backslash	⌥\ or ⌘-\

Pictures and Lines

Changing the Picture

Increase size by five percent	⌘-↗-⌥-> (period key)
Decrease size by five percent	⌘-↖-⌥-< (comma key)
Center picture in box	⌘-⌥-M
Fit picture to box	⌘-⌥-F
Fit picture maintaining ratio	⌘-↗-⌥-F
Move picture one point	Arrow keys
Move picture 1/10 point	⌘-Arrow keys
Negative	⌘-⌥-Hyphen
Halftone Specifications	⌘-⌥-H
Contrast Specifications	⌘-⌥-C

Changing the Picture Box

Resize Picture Box	⌘-↗-Handle
Constrain to square or circle	⌘-↗-⌘
Maintain aspect ratio	⌘-↗-⌘-⌘
Scale picture with box	⌘-⌘
Maintain ratio of box and picture	⌘-⌥-↗-⌘-⌘

Bézier Editing

Edit shape toggle	⌥-F4
Delete Bézier point	⌘-↗-point
Delete active point while drawing	Delete
Add point	⌘-↗-segment
Change to Smooth point	⌘-↗-⌘ or ⌘-F2
Change to Corner point	⌘-↗-⌘ or ⌘-↗-⌘ on handle or ⌘-F1
Change smooth to corner while drawing	⌘-↗-⌘-handle
Edit path while still drawing	⌘-⌘

Bézier Editing continued

Retract curve handles	⌘-↗-point
Expose curve handles	⌘-↗-⌘-point
Select all points in active box	⌘-⌥-A or ⌘-↗-point
Select all points in active path	⌘-↗-point
Constrain active point/handle to 45° movement	⌘-↗-⌘-point/handle

When Importing Pictures

Get Picture	⌘-E
Low-resolution screen image	⌥-Open
TIFF line art to grayscale	⌘-Open
TIFF grayscale to line art	⌘-Open
TIFF color to grayscale	⌘-Open
Don't import spot colors in EPS	⌘-Open
Force reimport of all pictures	⌘-Open in Open dialog

Lines

Increase width (presets)	⌘-⌥-> (period key)
Decrease width (presets)	⌘-⌥-< (comma key)
Increase width one point	⌘-↗-⌥->
Decrease width one point	⌘-↖-⌥-<
Other width	⌘-⌥-Backslash (\)
Constrain resizing at 45°	⌥-⌘-↗
Constrain resizing to angle	⌥-↗-⌘-⌘

Function Keys

F1	Undo
⌘-F1	Change to corner point
⌘-⌥-F1	Change to straight segment
F2	Cut
⌘-F2	Change to smooth point
⌘-⌥-F2	Change to curved segment
F3	Copy
⌘-F3	Change to symmetrical point
F4	Paste
⌥-F4	Edit Shape
⌘-F4	Edit Runaround shape
⌘-⌥-F4	Edit clipping path shape
F5	Bring to Front
⌥-F5	Send to Back
⌘-F5	Bring Forward
⌥-⌘-F5	Send Backward
F6	Lock/Unlock
⌥-F6	Thumbnails view
⌘-F6	Font Usage
⌘-F7	Show/Hide Guides
⌘-F7	Snap to Guides
⌘-F7	Show/Hide Baseline Grid
F8	Show/Hide Tools
⌥-F8	Toggle Item/Content tool
⌘-F8	Next Tool
⌥-⌘-F8	Previous Tool
F9	Show/Hide Measurements palette
⌥-F9	Edit font name field
⌘-F9	Next font in list ⁵
⌥-⌘-F9	Previous font in list ⁵
F10	Show/Hide Document Layout palette
⌥-F10	Go between master pages and pages
⌘-F10	Next master page
⌥-⌘-F10	Previous master page
F11	Show/Hide Style Sheets
⌥-F11	Edit Style Sheets
⌘-F11	Show/Hide Lists
⌥-⌘-F11	Edit H&Js
F12	Show/Hide Colors palette
⌥-F12	Edit Colors
⌘-F12	Show/Hide Trap Information palette
⌥-⌘-F12	Trapping Preferences
F13	Font Usage
⌘-F13	Picture Usage

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