

# QuarkXPress Keyboard Shortcuts

## TEXT

CHARACTER FORMATS		
Import new text		⌘ E
Character format	⇧	⌘ D
Increase pt size preset	⇧	⌘ >
Decrease pt size preset	⇧	⌘ <
Increase pt size1 pt	⇧	⌘ >
Decrease pt size1 pt	⇧	⌘ <
Other size	⇧	⌘ \
Plain text	⇧	⌘ P
Bold	⇧	⌘ B
Italic	⇧	⌘ I
Underline	⇧	⌘ U
Word underline	⇧	⌘ W
Strikethrough	⇧	⌘ /
Outline	⇧	⌘ O
Shadow	⇧	⌘ S
All caps	⇧	⌘ K
Small caps	⇧	⌘ H
Superscript	⇧	⌘ +
Subscript	⇧	⌘ -
Superior	⇧	⌘ V
Inc horiz scaling 5%		⌘ ]
Dec horiz scaling 5%		⌘ [
Inc kern/tracking 10units	⇧	⌘ }
Dec kern/tracking 10units	⇧	⌘ {
Inc kern/tracking 1unit	⇧	⌘ }
Dec kern/tracking 1unit	⇧	⌘ {
Baseline shift up 1 pt	⇧	⌘ +
Baseline shift down 1 pt	⇧	⌘ -

PARAGRAPH FORMATS		
Paragraph format	⇧	⌘ F
Left Align	⇧	⌘ L
Right align	⇧	⌘ R
Center align	⇧	⌘ C
Justified/Full Just.	⇧	⌘ J
Leading	⇧	⌘ E
Tab	⇧	⌘ T
Rules (above/below)	⇧	⌘ N
Inc leading 1 pt	⇧	⌘ "
Dec leading 1 pt	⇧	⌘ :
Inc leading 1/10 pt	⇧	⌘ "
Dec leading 1/10 pt	⇧	⌘ :
Copy ¶ format	⇧	⌘ √

SPECIAL CHARACTERS		
One symbol character	⇧	⌘ Q
One Zapf dingbat char	⇧	⌘ Z
Soft return	⇧	return
Indent to here		⌘ \
Discretionary new line		⌘ return
Discretionary hyphen		⌘ -
Nonbreaking hyphen		⌘ equal(=)
Nonbreaking space		⌘ space
New column		enter
New box	⇧	enter
En space	⇧	⌘ space
Nonbreak. en space	⇧	⌘ space
Flex space	⇧	⌘ space
Nonbreak. flex space	⇧	⌘ space
Current page #		⌘ 3
Prev text box page #		⌘ 2
Next text box page #		⌘ 4
Flush right to tab (v3.1)		⌘ tab

## LINES

LINE STYLES		
Inc width preset	⇧	⌘ >
Dec width preset	⇧	⌘ <
Inc width by 1 pt	⇧	⌘ >
Dec width by 1 pt	⇧	⌘ <
Other width	⇧	⌘ \
Constrain to 0°, 45°, 90°	⇧	⌘ √&drag
Contrain to some angle	⇧	⌘ √&drag

## PICTURES

CHANGING THE PICTURE		
Increase size by 5%	⇧	⌘ >
Decrease size by 5%	⇧	⌘ <
Center picture in box	⇧	⌘ M
Fit picture to box	⇧	⌘ F
Fit picture, keep ratio	⇧	⌘ F
Move pix 1 point		arrow keys
Move pix 1/10 point		arrow keys
Negative	⇧	⌘ hyphen
Normal contrast	⇧	⌘ N
High contrast	⇧	⌘ H
Posterized contrast	⇧	⌘ P
other contrast	⇧	⌘ C
Other screen	⇧	⌘ S

CHANGING THE PICTURE BOX		
Resize picture box		√ and drag a handle
Constrain to square/circle	⇧	⌘ √&drag
Maintain aspect ratio	⇧	⌘ √&drag
Scale picture with box		⌘ √&drag
Keep ratio of box & picture	⇧	⌘ √&drag

RUNAROUND POLYGONS		
Create a handle		⌘ √ on line
Delete a handle		⌘ √ on handle
Constrain lines/handle	⇧	⌘ click&drag
Suspend text reflow		hold down spacebar
Delete runaround polygon	⇧	⌘ √

WHEN IMPORTING PICTURES		
Import new picture		⌘ E
Higher res screen image	⇧	⌘ Open
TIFF line art to grey scale		⌘ Open
TIFF grey scale to line art		⌘ Open
TIFF color to grey scale		⌘ Open

## MOVING

MOVING THROUGH TEXT		
<i>(hold down shift key to select while moving)</i>		
Character by character		left & right arrows
Line by line		up & down arrows
Word by word		⇐ ⇨
Paragraph by paragraph		⇧ ⇩
Start of line		⌘ left arrow
End of line		⌘ right arrow
Start of story		⌘ up arrow
End of story		⌘ down arrow

SELECTING TEXT		
One word		⇧⇧
One line		⇧⇧⇧
One paragraph		⇧⇧⇧⇧
Entire story		⇧⇧⇧⇧ or cmd-A

MOVING AROUND A DOCUMENT		
Start of document	⇧	A or Home
End of document	⇧	D or End
Scroll up one screen	⇧	K or Pg Up
Scroll down one screen	⇧	L or Pg Down
Scroll to first page	⇧	A or Cmd Home
Scroll to last page	⇧	D or Cmd End
Scroll to previous page	⇧	K or Cmd PgUp
Scroll to next page	⇧	L or Cmd PgDwn

ZOOMING AND MAGNIFICATION		
100% to Fit in window		⌘ √
100-200%		⌘ √
Zoom in**	⇧	⌘ √
Zoom out	⇧	⌘ √ or cntrl-opt click & drag

DOCUMENT WINDOWS		
Close all doc windows		⌘ √ on close box

## MENUS

FILE MENU		
New		⌘ N
Open		⌘ O
Save		⌘ S
Save as...		⇧ ⌘ S
Get text/picture		⌘ E
Page setup		⇧ ⌘ P
Print		⌘ P
Quit		⌘ Q

EDIT MENU		
Undo		⌘ Z
Cut		⌘ X
Copy		⌘ C
Paste		⌘ V
Select all		⌘ A
Find/change		⌘ F
General prefs		⌘ Y
Typographic prefs		⇧ ⌘ Y

ITEM		
Modify		⌘ M
Frame		⌘ B
Runaround		⌘ T
Duplicate		⌘ D
Step & repeat		⇧ ⌘ D
Delete		⌘ K
Group		⌘ G
Ungroup		⌘ U
Lock/unlock		⌘ L

PAGE		
Go to page (JUMP)		⌘ J

VIEW		
Fit in window		⌘ 0 (zero)
Actual size		⌘ 1 (one)
Show/hide rulers		⌘ R
Show/hide invisibles		⌘ I
Show tools		⌘ tab
Show measurements		⇧ ⌘ M

UTILITIES		
Ck spelling: word		⌘ W
Ck spelling: story		⇧ ⌘ W
Sugg. hyphenation		⌘ H

## INTERFACE

DIALOG BOXES		
OK		return or enter
Cancel		⌘ .(period)
Apply		⌘ A
Continuous apply		⇧ ⌘ A or opt √
Yes		⌘ Y
No		⌘ N
Next field		tab
Previous field	⇧	tab
Undo changes		⌘ Z

PALETTES		
ShowTools/nexttool		⌘ tab
ShowTools/prevtool	⇧	⌘ tab
Keep tool selected		⇧ select tool
Tool preferences		⇧ on tool
Meas. palette		⇧ ⌘ M
Next field		tab
Previous field	⇧	tab
Apply/exit		enter or return
Undo changes		⌘ Z

TABS AND RULERS		
Delete all tab stops		⇧ √ in tab ruler
Delete all quiderulers		⇧ √ in doc. ruler

## LEGEND

√	click
⌘	command
⇧	option
⇨	control
⇧	shift
√&drag	click&drag
**	XP5 is ^ shift √

## EXTRAS

GrabberHand	opt click&drag
Increase word space 10 units	⇧ ^ ⌘ }
Increase word space 1 unit	⇧ ⇧ ⌘ ^ }
Decrease word space 10 units	⇧ ^ ⌘ {
Decrease word space 1 unit	⇧ ⇧ ⌘ ^ {

*Press the caps lock key to use the zooming key-click combos when the grabber hand is turned on*

## FIND/CHANGE CHARACTERS

Tab	⇧
New ¶	⇧ p
New line	⇧ n
New column	⇧ c
New box	⇧ b
PrevBox pg#	⇧ 2
Currrt page #	⇧ 3
NxtBox pg#	⇧ 4
Wild card	⇧ ?
Backslash	⇧ \

## MISCELLANEOUS

Help	⌘ ? or Help key
Environment	⇧ Help key

## STANDARD FONTS CONTAIN THESE CHARACTERS

Open Quote	“	⇧ ⇧ [
Close Quote	”	⇧ ⇧ ]
Single Open Quc	‘	⇧ ⇧ [
Single Close Quc	’	⇧ ⇧ ]
En Dash	-	⇧ -
Em Dash	—	⇧ ⇧ -
Ligature fi	fi	⇧ ⇧ 5
Ligature fl	fl	⇧ ⇧ 6
Ligature ae	æ	⇧ ⇧
Ligature AE	Æ	⇧ ⇧
Bullet	•	⇧ ⇧ 8
Copyright	©	⇧ ⇧ 9
Registered	®	⇧ ⇧ 7
Trademark	™	⇧ ⇧ 2
Degree	°	⇧ ⇧ 8
Section	§	⇧ ⇧ 6
Paragraph	¶	⇧ ⇧ /
Dagger	†	⇧ ⇧ t
Cents	¢	⇧ ⇧ 4
Pounds	£	⇧ ⇧ 3
Yen	¥	⇧ ⇧ y
Fraction Bar	/	⇧ ⇧ 1
Ellipsis	...	⇧ ⇧ ;
Question Down	¿	⇧ ⇧ / ?
Division	÷	⇧ ⇧ /
Plus or Minus	±	⇧ ⇧ equal(=)
Greater or Equal	≥	⇧ ⇧ .(period)
Less or Equal	≤	⇧ ⇧ ,(comma)
Approximate	≈	⇧ ⇧ x
Not Equal	≠	⇧ ⇧ equal(=)
Open Guillemet	«	⇧ ⇧ \
Close Guillemet	»	⇧ ⇧ \