QuarkXPress 2027 Keyboard Command Guide

macOS

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Menu commands

QuarkXPress menu

Settings	⌘+⌥+⇧+Y
Paragraph pane (Settings dialog box)	⌘+⌥+Y
Hide QuarkXPress	⌘+H
Hide Others	⌘+⌥+H
Quit	⌘+Q

File menu

New Project	⌘+N
New Library	⌘+⌥+N
Open	⌘+O
Close Window	⌘+W
Close All Windows	⌘+⌥+W
Save	⌘+S
Save As	⌘+⇧+S
Revert to last Auto Save	⌥+Revert to Saved
Import	⌘+E
Save Text	⌘+⌥+E
Append	⌘+⌥+A
Export As > PDF	⌘+⌥+P
Export As > EPS	⌘+⌥+⇧+S
Print	⌘+P

Edit menu

Undo	⌘+Z
Redo	⌘+⇧+Z
Cut	⌘+X
Cut Item with Content Tool	⌘+⌥+X
Copy	⌘+C
Copy Item with Content Tool	⌘+⌥+C
Paste	⌘+V
Paste without Formatting	⌘+⌥+V
Paste In Place	⌘+⌥+⇧+V
Paste Into	^+⌥+V
Select All	⌘+A
Find/Change	⌘+F
Close Find/Change	⌘+⌥+F
Style Sheets dialog box	⇧+F11
Colors dialog box	⇧+F12

Style menu for text

Type Style

Plain	⌘+⇧+P
Bold	⌘+⇧+B
Italic	⌘+⇧+I
Underline	⌘+⇧+U
Word Underline	⌘+⇧+W
Strikethrough	⌘+⇧+/
Double Strikethrough	⌘+⌥+⇧+/
Outline	⌘+⇧+O
Shadow	⌘+⇧+Y
All Caps	⌘+⇧+K
Small Caps	⌘+⇧+H
Superscript	⌘+⇧+=
Subscript	⌘+⇧+- (hyphen)
Superior	⌘+⇧+V
Ligature (not available in East Asian configuration)	⌘+⇧+G
Change story direction (available only in East Asian configuration)	⌘+⌥+⇧+T
Rubi (available only in East Asian configuration)	⌘+⌥+R
Group Characters (available only in East Asian configuration)	⌘+⇧+G

Alignment

Left	⌘+⇧+L
Centered	⌘+⇧+C
Right	⌘+⇧+R
Justified	⌘+⇧+J
Forced	⌘+⌥+⇧+J
Towards Spine	⌘+⌥+⇧+E
Away From Spine	⌘+⌥+⇧+N
Insert Footnote	⌘+⌥+⇧+F1
Insert Endnote	⌘+⌥+⇧+F2
Return to Reference	⌘+⌥+⇧+F4
Non-Breaking Attribute	⌘+⌥+⇧+F11
Toggle Font Previews preference	⇧+display Font submenu
Apply Auto Rubi (available only in East Asian configuration)	⌘+⌥+⇧+R

Style menu for pictures

Center Picture	⌘+⇧+M
Stretch Picture to Fit Box	⌘+⇧+F
Scale Picture To Fit Box	⌘+⌥+⇧+F
Scale Picture To Fill Box	⌘+⌥+⇧+B

Item menu

Duplicate	⌘+D
Super Step and Repeat	⌘+⌥+R
Super Step and Repeat (available only in East Asian configuration)	⌘+⌥+D

Delete	⌘+K
Lock Position/Unlock Position	F6
Fit Box to Text	⌘+⌥+⇧+F5
Fit Text To Box	⌥+⇧+⌘+F6
Group	⌘+G
Ungroup	⌘+U
Send to Back	⇧+F5
Send Backward	⌥+Item > Send to Back or ⌥+⇧+F5
Bring to Front	F5
Bring Forward	⌥+Item > Bring to Front or ⌥+F5

Space/Align

Left Align (Item Relative)	⌘+←
Left Align (Page Relative)	⌘+⇧+←
Right Align (Item Relative)	⌘+→
Right Align (Page Relative)	⌘+⇧+→
Center Align Horizontal (Item Relative)	⌘+[
Center Align Horizontal (Page Relative)	⌘+⇧+[
Center Align Vertical (Item Relative)	⌘+]
Center Align Vertical (Page Relative)	⌘+⇧+]
Top Align (Item Relative)	⌘+↑
Top Align (Page Relative)	⌘+⇧+↑
Bottom Align (Item Relative)	⌘+↓
Bottom Align (Page Relative)	⌘+⇧+↓
Display Space/Align tab of Measurements palette	⌘+, (comma)
Shape (convert Bézier line to filled-center Bézier box)	⌥+Item > Shape > [Bézier shape]

Edit

Runaround	⌥+F4
Clipping Path	⌥+⇧+F4

Point/Segment Type

Corner Point	⌥+F1
Smooth Point	⌥+F2
Symmetrical Point	⌥+F3
Straight Segment	⌥+⇧+F1
Curved Segment	⌥+⇧+F2

Page menu

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

Layout menu

Layout Properties dialog box	⌘+⌥+⇧+P
Display previous layout	^+⇧+Tab
Display next layout	^+Tab

Table menu

Insert Table From External Source/Create Table from External Source	⌘+⌥+⇧+Z

View menu

Fit in Window	⌘+0 (zero)
Fit largest spread in window	⌥+Fit in Window or ⌘+⌥+0 (zero)
Actual Size	⌘+1
Thumbnails	⇧+F6
Display/hide Dynamic Guides	⌘+F7
Display/hide Guides	F7
Display/hide Page Grids	⌥+F7
Display/hide Text Box Grids	⌘+⌥+F7
Snap to Guides	⇧+F7
Snap to Page Grids	⌥+⇧+F7
Display/hide Rulers	⌘+R
Display/hide Invisibles	⌘+I
Switch to Trim view	⌘+⌥+⇧+F7
View Sets > Default	⌘+⌥+1
View Sets > Output Preview	⌘+⌥+2
Switch to Story Editor view	⌘+8
Enter full screen	⌘+^+F

Utilities menu

Check Spelling > Word/Selection	⌘+L
Check Spelling > Story	⌘+⌥+L
Check Spelling > Layout	⌘+⌥+⇧+L
Check Spelling > End of Story	⌘+⌥+⇧+F3
Suggested Hyphenation	⌘+⌥+⇧+H
Line Check > Next Line	⌘+;

Usage dialog box

Fonts pane	⌘+F6 or F13
Pictures pane	⌘+⌥+F6 or ⌥+F13

Window menu

Tile documents as Thumbnails	⌥+Tile
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	⌥+F11

Display/hide Gradients palette	⌥+F12

Help menu

QuarkXPress Help & Support	^+⌘+?

Dialog box commands

Fields

Select next field	Tab
Select previous field	⇧+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)

Tabs in dialog boxes

Display next tab	Select tab header and press →
Display previous tab	Select tab header and press ←

Buttons

OK (or bordered button)	Return or Enter
Cancel	⌘+. (period) or esc

Lists (in dialog boxes)

Select consecutive items in list	⇧+click
Select nonconsecutive items in list	⌘+click

Palette commands

Tools palette

Display/hide palette	F8
Select next tool	⌥+F8
Select previous tool	⌘+⌥+F8
Switch between Item tool and Text Content tool or Picture Content tool	⇧+F8
Content tool changes to Item tool temporarily	⌘
Move tool to main palette	^+select tool
Move tool into pop-up tool list	^+click tool

Tool selection shortcuts (not available when Text Content tool is selected)

Item tool	V
Text content tool	T
Picture content tool	R
Box tools	B
Shape tools	M
Line tools	L
Pen tools	P
Item Format Painter tool	I
Table tool	G
Zoom tool	Z
Pan tool	X

Using Text Linking/Unlinking tools

To maintain text in respective text boxes during linking	⌥+Link tool selected
To unlink text box with its text from the linked chain	⇧+⌥+Unlink tool selected
To maintain text in respective text boxes during unlinking	⌥+Unlink tool selected

Item Format Painter tool

Add attributes to Item Format Painter tool	Press ⇧ Key while selecting the item
Uncheck Apply check box for all panes in Item Font Painter tool	Press ⌥+⇧ while selecting the item
Uncheck all options in any pane in Item Font Painter tool	⌥ click on Apply check box
Check all options in any pane in the Item Font Painter tool	⌥+⇧ click on Apply check box

Measurements palette

Display/hide palette	F9
Select the X field of the Home tab	⌘+M
Select the Font field of the Home tab or the Character tab	⌘+⌥+⇧+M
Display/hide OpenType Styles palette	F4
Select the Character tab	⌘+⇧+D
Select the Font Size field of the Character tab	⌘+⇧+\
Select the initial field of the Paragraph tab	⌘+⇧+F
Select the Leading field of the Paragraph tab	⌘+⇧+E
Select the Rules tab	⌘+⇧+N
Select the Column Flow tab	⌘+⌥+G
Select the Position field of the Tabs tab	⌘+⇧+T

Set button in Tabs tab	⌘+S
Clear all Tab stops	⌥+click on Tab ruler
Select the X Field of the Text box tab	⌘+⌥+M
Select the initial field of the Border tab	⌘+B
Select the Space/Align tab	⌘+, (comma)
Select the Runaround tab	⌘+T
Select the Clipping tab	⌘+⌥+T
Select the Text Shading tab	⌘+⌥+O
Select the Drop Shadow tab	⌘+⌥+⇧+D
Toggle Font Preview preference	⇧+display the Font drop-down menu
Select next field	Tab
Select previous field	⇧+Tab
Toggle forward through tabs	⌘+⌥+; (semicolon)
Toggle backward through tabs	⌘+⌥+, (comma)
Apply	Return or Enter
Cancel	Esc

Modifying Font Size via the Measurements Palette Ticker

Font size Increment/Decrement (Points, from Drop Down list)	Click Ticker
Font size Increment/Decrement (1 Point)	⌥+Click Ticker
Font size Increment/Decrement (20 Points)	⇧+Click Ticker

Modifying Scale percentage via the Measurements Palette Ticker

Scale Percentage Increment/Decrement (10%)	Click Ticker
Scale Percentage Increment/Decrement (1%)	⌥+Click Ticker
Scale Percentage Increment/Decrement (25%)	⇧+Click Ticker

Modifying Kerning/Tracking via the Measurements Palette Ticker

Kerning/Tracking Increment/Decrement (1/200 em)	Click Ticker
Kerning/Tracking Increment/Decrement (1/2000 em)	⌥+Click Ticker
Kerning/Tracking Increment/Decrement (1/20 em)	⇧+Click Ticker

Modifying Sending (Points) via the Measurements Palette Ticker

Sending Increment/Decrement (1 point)	Click Ticker
Sending Increment/Decrement (0.1 point)	⌥+Click Ticker
Sending Increment/Decrement (10 points)	⇧+Click Ticker

Modifying Baseline Shift via the Measurements Palette Ticker

Baseline Shift Increment/Decrement (1 point)	Click Ticker
Baseline Shift Increment/Decrement (0.1 points)	⌥+Click Ticker
Baseline Shift Increment/Decrement (10 points)	⇧+Click Ticker

Modifying Box Picture Angle via the Measurements Palette Ticker

Box Picture Angle Increment/Decrement (10 Degrees)	Click Ticker
Box Picture Angle Increment/Decrement (1 Degree)	⌥+Click Ticker
Box Picture Angle Increment/Decrement (45 Degrees)	⇧+Click Ticker

Modifying Box Picture Skew via the Measurements Palette Ticker

Skew Picture (10 Degrees)	Click Ticker
Skew Picture (1 Degree)	⌥+Click Ticker
Skew Picture (25 Degrees)	⇧+Click Ticker

Modifying Box Angle via the Measurements Palette Ticker

Box Angle Increment/Decrement (10 Degrees)	Click Ticker
Box Angle Increment/Decrement (1 Degree)	⌥+Click Ticker
Box Angle Increment/Decrement (45 Degrees)	⇧+Click Ticker

Modifying Box Skew via the Measurements Palette Ticker

Skew Box (10 Degrees)	Click Ticker
Skew Box (1 Degree)	⌥+Click Ticker
Skew Box (25 Degrees)	⇧+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)	⌥+Click Ticker
Corner Radius Increment/Decrement (25 points)	⇧+Click Ticker

Modifying Box Corner Radius via UI Controls

Enable Corner Radius Controls	Click the yellow square handle that appears at the top-right corner of the selected item.
Change Corner Radius Style	Press ⇧ + Click on any of the square handles.
Set Corner Radius Size	Drag any of the four yellow corner handles

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)	⌥+Click Ticker
Box Text Angle Increment/Decrement (45 Degrees)	⇧+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)	⌥+Click Ticker
Box Text Skew Increment/Decrement (25 Degrees)	⇧+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)	⌥+Click Ticker
Box Text Gutter Width Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Box Text Top Inset Increment/Decrement (10 Points)	⇧+Click Ticker

Modifying Box Text Left Inset via the Measurements Palette Ticker

Box Text Left Inset Increment/Decrement (1 Point)	Click Ticker
Box Text Left Inset Increment/Decrement (0.1 Points)	⌥+Click Ticker
Box Text Left Inset Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Box Text Bottom Inset Increment/Decrement (10 Points)	⇧+Click Ticker

Modifying Box Text Right Inset via the Measurements Palette Ticker

Box Text Right Inset Increment/Decrement (1 Point)	Click Ticker
Box Text Right Inset Increment/Decrement (0.1 Point)	⌥+Click Ticker
Box Text Right Inset Increment/Decrement (10 Points)	⇧+Click Ticker

Modifying Box Text First Baseline Offset via the Measurements Palette Ticker

Box Text First Baseline Offset Increment/Decrement (1 Point)	Click Ticker
Box Text First Baseline Offset Increment/Decrement (0.1 Points)	⌥+Click Ticker
Box Text First Baseline Offset Increment/Decrement (10 Points)	⇧+Click Ticker

Modifying Box Text Vertical Alignment Inter Para Max via the Measurements Palette Ticker

Box Text Vertical Alignment Inter Para Max Increment/Decrement (1 Point)	Click Ticker
Box Text Vertical Alignment Inter Para Max Increment/Decrement (0.1 Points)	⌥+Click Ticker
Box Text Vertical Alignment Inter Para Max Increment/Decrement (10 Points)	⇧+Click Ticker

Modifying Border Width via the Measurements Palette Ticker

Border Width Increment/Decrement (Points, from Drop Down list)	Click for Drop down list
Border Width Increment/Decrement (0.1 Point)	⌥+Click Ticker
Border Width Increment/Decrement (5 Points)	⇧+Click Ticker

Modifying Left Indent via the Measurements Palette Ticker

Left Indent Increment/Decrement (8 Points)	Click Ticker
Left Indent Increment/Decrement (1 Point)	⌥+Click Ticker
Left Indent Increment/Decrement (25 Points)	⇧+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)	⌥+Click Ticker
First Line Indent(Absolute) Increment/Decrement (25 Points)	⇧+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)	⌥+Click Ticker
First Line Indent(Em space) Increment/Decrement (10 Percent)	⇧+Click Ticker

Modifying Right Indent via the Measurements Palette Ticker

Right Indent Increment/Decrement (8 Points)	Click Ticker
Right Indent Increment/Decrement (1 Point)	⌥+Click Ticker

Right Indent Increment/Decrement (25 Points)	⇧+Click Ticker

Modifying Space Before via the Measurements Palette Ticker

Space Before Increment/Decrement (1 Point)	Click Ticker
Space Before Increment/Decrement (0.1 Points)	⌥+Click Ticker
Space Before Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Space After Increment/Decrement (10 Points)	⇧+Click Ticker

Modifying Leading via the Measurements Palette Ticker

Leading Increment/Decrement (1 Point)	Click Ticker
Leading Increment/Decrement (0.1 Point)	⌥+Click Ticker
Leading Increment/Decrement (10 Points)	⇧+Click Ticker

Modifying Drop Cap Font size via the Measurements Palette Ticker

Drop Cap Font Size Increment/Decrement	Click Ticker
Drop Cap Font Size Increment/Decrement (1 Percent)	⌥+Click Ticker
Drop Cap Font Size Increment/Decrement (25 Percent)	⇧+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)	⌥+Click Ticker
Minimum Distance from Text Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Rule Above From Left Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Rule Above From Right Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Rule Above Offset Increment/Decrement (20 Percent)	⇧+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)	⌥+Click Ticker
Rule Above From Left Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Rule Above Width Increment/Decrement (10 Points)	⇧+Click Ticker

Modifying Rule Below From Left via the Measurements Palette Ticker

Rule Below From Left Increment/Decrement (1 Point)	Click Ticker
Rule Below From Left Increment/Decrement (0.1 Point)	⌥+Click Ticker
Rule Below From Left Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Rule Below From Right Increment/Decrement (10 Points)	⇧+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)	⌥+Click Ticker
Rule Below Offset Increment/Decrement (20 Percent)	⇧+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)	⌥+Click Ticker
Rule Below Offset Increment/Decrement (20 Points)	⇧+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)	⌥+Click Ticker
Rule Below Width Increment/Decrement (10 Points)	⇧+Click Ticker

Page Layout palette

Display/hide palette	F10
Display Insert Pages context menu	^+click in the palette
Display Insert Pages dialog box	⌥+drag master page into the layout area of the palette
Display absolute page number	⌥+click page

Style Sheets palette

Display/hide palette	F11
Display Edit Style Sheet context menu	^+click style sheet
Display Edit Style Sheet dialog box	⌘+click style sheet
Apply Style Sheet & Retain Local Type Styles	⇧+click style sheet
Apply Style Sheet & Retain Local Type & OpenType Styles	⌘+⇧+click style sheet
Apply Style Sheet & Remove Local Formatting	⌥+click style sheet
Apply Style Sheet & Remove Local Paragraph Formatting	⌥+⇧+click style sheet
Apply Style Sheet & Maintain Appearance	⌘+⌥+⇧+click style sheet
Update Style Sheet	⌘+⌥+click style sheet

Style Sheets Palette - Style Groups

Apply Style Groups to match the semantics	⌥ + click the Apply button

Colors palette

Display/hide palette	F12
Display Colors dialog box	⌘+click color name
Display Edit Colors context menu	^+click color name
Select/deselect Color Picker tool	K
Add color to color picker swatch	Select Color picker and click on desired location
Add swatch color to Colors palette	1. Select color and click on "Add to Colors" button 2. Double click on swatch color, Press OK in Add color dialog.
Add swatch color to Colors palette by supressing Add Color dialog	Select color, Hold ⌥ key and click on "Add to Colors" button
Add all swatch colors to Colors palatte	⇧+⌥+Click on "Add to Colors"
Remove swatch color	Hold ⌥ Key and Click on Swatch
Remove all swatch colors	⌥+⇧ and click on any Swatch

Font Manager palette

Add Typeface to a Default Font Collection	Click on Font Collection icon
Add Typeface if no Font Collection is set as Default	Click on Font Collection icon
Add Typeface to a Non-default Font Collection	⌥+Click on Font Collection icon
Manage Font Collections	⌘+Click on Font Collection icon

Lists palette

Display/hide palette	⌥+F11

Gradients palette

Display/hide palette	⌥+F12
Add a color stop with default color black	Mouse Click below Gradient Slider
Add a color stop with custom color	⇧+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

Index palette

Display palette	⌘+⌥+I
Select Text field	⌘+⌥+I
Click Add button	⌘+⌥+⇧+I
Click Add Reversed button	⌥+click Add button
Edit selected index entry	Double-click

Find/Change palette

Display palette	⌘+F
Close palette	⌘+⌥+F
Change Find Next button to Find First	⌥

Check Spelling palette

Check Spelling > Word/Selection	⌘+L

Check Spelling > Story	⌘+⌥+L
Check Spelling > Layout	⌘+⌥+⇧+L
Check Spelling > End of Story	⌘+⌥+⇧+F3
Add (during Check Spelling session)	⌘+A
Add all suspect words to auxiliary dictionary (during Check Spelling session)	⌥+⇧+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)	⌘+⇧+R
Done button (during Check Spelling session)	⌘+D

Grid Styles palette

Remove overridden attribute	⌥+click Grid style name

Text Shading Styles palette

Remove overridden attribute	⌥+click Text Shading Style
Remove Text Shading Style, but retain formatting	Click No Text Shading Style
Remove Text Shading Style and formatting	⌥+click No Text Shading Style

Callout Styles palette

Remove overridden attribute	⌥+click Callout style name

Table Styles palette

Remove overridden attribute	⌥+click Table style name

Conditional Styles palette

Remove Conditional Style, but retain formatting	Click No Conditional Style
Remove Conditional Style and formatting	⌥+click No Conditional Style

Font Pairing

Add font as Reference Font in Font Pairing	⌘-Click on Lock icon
To lock/ unlock a font in Font Pairing	Click on Lock icon

Turn Hiding On

All Docked Palettes	^+`
Bottom Palettes	^+1
Left Palettes	^+2
Top Palettes	^+3
Right Palettes	^+4

Project and layout commands

Displaying pages

Go to Page dialog box	⌘+J
Display this page's master page	⇧+F10
Display previous master page	⌥+⇧+F10
Display next master page	⌥+F10
Display Layout (when a master page is displayed)	⇧+F10

Changing views

Access View Percentage field	^+V
Any view to Actual Size	⌘+1
Any view to Fit in Window	⌘+0
Any view to 200%	⌘+⌥+click
Toggle between 100% and 200%	⌘+⌥+click
Fit largest spread in window	⌥+Fit in Window or ⌘+⌥+0 (zero)
Zoom in	^+⇧+click/drag
Zoom out	^+⌥+click/drag
Zoom in (not available when Text Content tool is selected)	⌘++ (plus)
Zoom out (not available when Text Content tool is selected)	⌘+- (hyphen)

Redrawing the screen

Stop redraw	⌘+. (period)
Force redraw	⌘+⌥+. (period)

Moving/ Deleting ruler guides

Move/ Delete Guide (if Item Tool is not selected)	⌘+click drag guide
Delete horizontal ruler guides	⌥+click horizontal ruler
Delete vertical ruler guides	⌥+click vertical ruler

Scrolling

Without selecting Pan tool	⌥+drag
To start of text	^+A
To end of text	^+D
Up one screen	Page Up
Down one screen	Page Down
To first page	⇧+Home
To last page	⇧+End
To previous page	⇧+Page Up
To next page	⇧+Page Down
To previous spread	⌥+Page Up
To next spread	⌥+Page Down

Extended keyboard

Start of layout	Home
End of layout	End

Navigating among layouts

Cycle through layouts	^+Tab
Display previous layout	^+⇧+Tab
Display next layout	^+Tab

Navigating among projects

Cycle through project windows	⌘+`

Previewing Layouts

Preview all digital layouts in the project as HTML5 Publication	⇧+click on HTML5 Preview button

Item commands

Selecting/deselecting items

Select item at back or behind	⌘+⌥+⇧+click where items overlap
Select multiple items or points	⇧+click
Deselect all items	Esc

Creating, resizing, and rotating items

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

Editing Bézier items and paths

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

Modifying line width

Increase

Preset range	⌘+⇧+. (period)
1 point	⌘+⌥+⇧+. (period)

Decrease

Preset range	⌘+⇧+, (comma)
1 point	⌘+⌥+⇧+, (comma)

Moving items

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

Nudging items (Item tool)

Move 1 point	Arrow keys
Move 1/10 point	⌥+arrow keys
Move 10 points (amount configurable in Settings)	⇧+arrow keys

Moving Flex Items

Move Position Up	⌘+↑ or ⌘+→
Move Position Down	⌘+↓ or ⌘+←

Modifying boxes

Resize box, constraining shape	⇧+drag box handle
Resize box, maintaining aspect ratio	⌥+⇧+drag box handle
Resize box and scale picture/text	⌘+drag box handle
Resize box and scale picture/text, constraining shape	⌘+⇧+drag box handle
Resize box and scale picture/text, maintaining aspect ratio	⌘+⌥+⇧+drag box handle

Text commands

Controlling indents

Increase indent	⌘+/

Decrease indent	⌘+⌥+/

Cross Reference

Go to cross reference source text/marker	⌘+⌥+⇧+F12

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	⌥+Open in Open dialog box

Changing language

Force apply a language (override language locking)	⌥+select a language in the Language drop-down menu of the Character tab of the Measurements palette

Changing font

Previous font	⌥+⇧+F9
Next font	⌥+F9
Force apply a font (override font locking)	⌥+select a font in the Font menu

Entering one font character

Symbol font character	^+⌥+Q
Zapf Dingbats font character	⌘+⌥+Z

Modifying font size

Increase

Preset range	⌘+⇧+. (period)
1 point	⌘+⌥+⇧+. (period)

Decrease

Preset range	⌘+⇧+, (comma)
1 point	⌘+⌥+⇧+, (comma)

Resize interactively

Proportional relative to center	⌘+⌥+⇧+drag handle
Proportional	⌘+⇧+drag handle
Nonproportional	⌘+drag handle

Modifying horizontal/vertical scaling

Increase

0.05	⌘+]
0.01	⌘+⌥+]

Decrease

0.05	⌘+[
0.01	⌘+⌥+[

Modifying kerning/tracking

Increase

1/20 em	⌘+⇧+]
1/200 em	⌘+⌥+⇧+]

Decrease

1/20 em	⌘+⇧+[
1/200 em	⌘+⌥+⇧+[

Modifying word space tracking

Increase

.05 em	⌘+^+⇧+]
.005 em	⌘+^+⌥+⇧+]

Decrease

.05 em	⌘+^+⇧+[
.005 em	⌘+^+⌥+⇧+[

Modifying baseline shift

Up 1 point	⌘+⌥+⇧+=
Down 1 point	⌘+⌥+⇧+- (hyphen)

Modifying leading

Increase

1 point	⌘+⇧+' (apostrophe)
1/10 point	⌘+⌥+⇧+' (apostrophe)

Decrease

1 point	⌘+⇧+; (semicolon)
1/10 point	⌘+⌥+⇧+; (semicolon)

Format Painter

Copy Text Formatting	⌘+⌥+⇧+C
Apply Text Formatting	⌘+⌥+⇧+A

Copying paragraph attributes

Apply a paragraph's formatting to the paragraph that contains the insertion point or the selected text	⌥+⇧+click the paragraph with the desired formatting

Dragging and dropping text

Drag text (Input Settings preference off)	⌘+^+drag
Drag+copy text (Input Settings preference on)	⇧+drag
Drag+copy text (Input Settings preference off)	⌘+^+⇧+drag

Searching for text

Wild card (Find only) (\?)	⌘+/
Tab	\t
New paragraph (\p)	⌘+Return
New line (soft return) (\n)	⌘+⇧+Return
New column (\c)	⌘+Enter

New box (\b)	⌘+⇧+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)	⌘+⇧+F
Backslash (\\)	⌘+\
Indent here	\i
Discretionary new line	\d
Discretionary hyphen	\h
Em space	\m
En space	\e
3-per-em space	\5
4-per-em space	\$
6-per-em space	\^
Figure space	\8
Hair space	\{
Thin space	\[
Zero-width space	\z
Word joiner	\j
Glyph without Unicode value	\~
Straight single quotation mark when Smart Quotes is on	'
Straight double quotation mark when Smart Quotes is on	"
Curly quotation mark	Paste into field
Conditional style marker	\r
Footnotes/Endnotes	\o
Content Variable	\v

Special characters

Indent here	⌘+\
Conditional style marker	⌘+⌥+⇧+\
Discretionary new line	⌘+Return
New paragraph	Return
New line (soft return)	⇧+Return
New column	Enter
New box	⇧+Enter
Right-indent tab	⌥+Tab
Registered symbol (®)	⌥+R
Copyright symbol (©)	⌥+G
Trademark symbol (™)	⌥+2
Bullet (•)	⌥+8
Pound symbol	⌥+3
Euro symbol	⌥+⇧+2
Division symbol	⌥+/ (forward slash)
Single Straight Quotation Mark	^+'
Double Straight Quotation Mark	^+⇧+'
Zero-width joiner	⌘+⌥+⇧+1
Zero-width non-joiner	⌘+⌥+⇧+2

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	⌥+- (hyphen)
Breaking em dash	⌥+⇧+- (hyphen)
Nonbreaking em dash	⌘+⌥+=

Spaces

Breaking standard space	Space
Nonbreaking standard space	⌘+5
Breaking en space	⌥+Space
Nonbreaking en space	⌘+⌥+5
Breaking flexible space	⌥+⇧+Space
Nonbreaking flexible space	⌘+⌥+⇧+Space
Breaking punctuation space	⇧+Space
Nonbreaking punctuation space	⌘+⇧+Space
Breaking em space	⌘+6
Nonbreaking em space	⌘+⌥+6
Breaking thin space	⌘+7
Nonbreaking thin space	⌘+⌥+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	⌘+⌥+←
End of line	⌘+⌥+→
Start of story	⌘+⌥+↑
End of story	⌘+⌥+↓

Selecting characters

Previous character	⇧+←
Next character	⇧+→
Previous line	⇧+↑
Next line	⇧+↓

Previous word	⌘+⇧+←
Next word	⌘+⇧+→
Previous paragraph	⌘+⇧+↑
Next paragraph	⌘+⇧+↓
Start of line	⌘+⌥+⇧+←
End of line	⌘+⌥+⇧+→
Start of story	⌘+⌥+⇧+↑
End of story	⌘+⌥+⇧+↓

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	⇧+Delete
Next character (extended keyboard)	[Forward delete key]
Previous word	⌘+Delete
Next word	⌘+⇧+Delete
Selected characters	Delete

Document Open commands

Open	⌘+O
Reflow text in current version of QuarkXPress while opening document	⌥+Open in Open dialog box
Repair damaged document while opening document	⌘+⇧+Open in Open dialog box

Picture commands

Importing pictures

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

Scaling pictures

Increase scale 5%	⌘+⌥+⇧+. (period)
Decrease scale 5%	⌘+⌥+⇧+, (comma)

Resizing boxes and pictures

Resize maintaining aspect ratio	⇧+drag handle
Resize from center, maintaining aspect ratio	⌥+⇧+drag handle
Resize box and scale picture	⌘+drag box handle
Resize relative to center	⌥+drag handle
Rotate picture content relative to center	⌥+drag rotation handle

Centering and fitting pictures

Center	⌘+⇧+M
Fit to box	⌘+⇧+F
Scale Picture To Fit Box	⌘+⌥+⇧+F
Scale Picture To Fill Box	⌘+⌥+⇧+B

Nudging pictures (Content tool)

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

Modifying pictures

Change Update button to Update All in the Pictures pane of the Usage dialog box	⌥+click Update button