QuarkXPress 2027 Keyboard Command Guide

Windows

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Menu commands

File menu

New Project	Ctrl+N
New Library	Ctrl+Alt+N
Open	Ctrl+O
Close	Ctrl+F4 or Alt+Shift+F4
Close All Documents	Alt+W then press A
Save	Ctrl+S
Save as	Ctrl+Shift+S
Revert to last Auto Save	Alt+Revert to Saved
Import	Ctrl+E
Save Text	Ctrl+Alt+E
Append	Ctrl+Alt+A
Export As > PDF	Ctrl+Alt+P
Export As > EPS	Ctrl+Alt+Shift+S
Print	Ctrl+P
Exit	Ctrl+Q

Edit menu

Undo	Ctrl+Z
Redo	Ctrl+Z, Ctrl+Shift+Z, or Ctrl+Y (configurable)
Cut	Ctrl+X
Cut Item with Content Tool	Ctrl+Alt+X
Copy	Ctrl+C
Copy Item with Content Tool	Ctrl+Alt+C
Paste	Ctrl+V
Paste without Formatting	Ctrl+Alt+U
Paste In Place	Ctrl+Alt+Shift+V
Paste Into	Ctrl+Alt+V
Select All	Ctrl+A
Find/Change	Ctrl+F
Close Find/Change	Ctrl+Alt+F
Preferences dialog box	Ctrl+Alt+Shift+Y
Paragraph pane (Preferences dialog box)	Ctrl+Alt+Y
Style Sheets dialog box	Shift+F11
Colors dialog box	Shift+F12
H&Js dialog box	Ctrl+Alt+J

Style menu for text

Type Style

Plain	Ctrl+Shift+P
Bold	Ctrl+Shift+B
Italic	Ctrl+Shift+I
Underline	Ctrl+Shift+U
Word Underline	Ctrl+Shift+W
Strikethrough	Ctrl+Shift+/
Double Strikethrough	Ctrl+Alt+Shift+/
Outline	Ctrl+Shift+O
Shadow	Ctrl+Shift+Y
All Caps	Ctrl+Shift+K
Small Caps	Ctrl+Shift+H
Superscript	Ctrl++ (numeric keypad)
Subscript	Ctrl+Shift+9
Superior	Ctrl+Shift+V
Ligature (not available in East Asian configuration)	Ctrl+Shift+G
Change story direction (available only in East Asian configuration)	Ctrl+Alt+Shift+T
Rubi (available only in East Asian configuration)	Ctrl+Alt+R
Group Characters (available only in East Asian configuration)	Ctrl+Shift+G

Alignment

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

Style menu for pictures

Center Picture	Ctrl+Shift+M
Stretch Picture To Fit Box	Ctrl+Shift+F
Scale Picture To Fit Box	Alt+Shift+F1
Scale Picture To Fill Box	Ctrl+Alt+Shift+B

Item menu

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

Delete	Ctrl+K
Lock Position/Unlock Position	F6
Fit Box to Text	Ctrl+Alt+Shift+F5
Fit Text to Box	Ctrl+Alt+Shift+F6
Group	Ctrl+G
Ungroup	Ctrl+U
Send to Back	Shift+F5
Send Backward	Ctrl+Shift+F5
Bring to Front	F5
Bring Forward	Ctrl+F5
Space/Align	Ctrl+, (comma)
Shape (convert Bézier line to filled-center Bézier box)	Alt+Item > Shape > [Bézier shape]

Edit

Runaround	Ctrl+F10
Clipping Path	Ctrl+Shift+F10

Point/Segment Type

Corner Point	Ctrl+F1
Smooth Point	Ctrl+F2
Symmetrical Point	Ctrl+F3
Straight Segment	Ctrl+Shift+F1
Curved Segment	Ctrl+Shift+F2

Page menu

Go to Page dialog box	Ctrl+J
Display this page's master page	Shift+F4
Display next master page	Ctrl+Shift+F4
Display previous master page	Ctrl+Shift+F3
Display Layout (when a master page is displayed)	Shift+F4

Layout menu

Layout Properties dialog box	Ctrl+Alt+Shift+P

Table menu

Insert Table From External Source/Create Table from External Source	Ctrl+Alt+Shift+Z

View menu

Fit in Window	Ctrl+0 (zero)
Fit largest spread in window	Alt+Fit in Window or Ctrl+Alt+0 (zero)
Actual Size	Ctrl+1 (one)
Thumbnails	Shift+F6
Display/hide Dynamic Guides	Ctrl+Shift+F7
Display/hide Guides	F7
Display/hide Page Grids	Ctrl+F7
Display/hide Text Box Grids	Ctrl+Alt+F7
Snap to Guides	Shift+F7
Snap to Page Grids	Alt+Shift+F7
Display/hide Rulers	Ctrl+R
Display/hide Invisibles	Ctrl+I
Switch to Trim view	Ctrl+Alt+Shift+F7
View Sets > Default	Ctrl+Alt+1
View Sets > Output Preview	Ctrl+Alt+2
View Sets > Authoring View	Ctrl+Alt+Shift+I
Switch to Story Editor view	Ctrl+8

Utilities menu

Check Spelling > Word/Selection	Ctrl+W
Check Spelling > Story	Ctrl+Alt+W
Check Spelling > Layout	Ctrl+Alt+Shift+W
Check Spelling > End of Story	Ctrl+Alt+Shift+F3
Suggested Hyphenation	Ctrl+Alt+Shift+H
Line Check > Next Line	Ctrl+;

Usage dialog box

Fonts pane	F2
Pictures pane	Shift+F2

Window menu

Tile documents as Thumbnails	Alt+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	Ctrl+F11
Display/hide Gradients palette	Alt+F12

Help menu

QuarkXPress Help & Support	F1

Dialog box commands

Fields

Select next field	Tab
Select previous field	Shift+Tab
Select field with Text Insertion bar	Double-click
Cut	Ctrl+X
Copy	Ctrl+C

Paste	Ctrl+V
Undo	Ctrl+Z
Revert fields to original values	Ctrl+Shift+Z
Perform math by combining operators	+ (addition)
	– (subtraction)
	* (multiplication)
	/ (division)

Tabs in dialog boxes

Display next tab	Ctrl+Tab
Display previous tab	Ctrl+Shift+Tab

Buttons

OK (or bordered button)	Enter
Cancel	Esc
Yes	Y
No	N

Lists (in dialog boxes)

Select consecutive items in list	Shift+click
Select nonconsecutive items in list	Ctrl+click

Palette commands

Tools palette

Display/hide palette	F8
Select next tool (or display Tools palette)	Ctrl+Alt+Tab or Ctrl+F8
Select previous tool (or display Tools palette)	Ctrl+Alt+Shift+Tab or Ctrl+Shift+F8
Toggle between Item and Text Content tool or Picture Content tool	Shift+F8
Content tool changes to Item tool temporarily	Ctrl
Move flyout tool to main palette	Ctrl+select tool
Move tool into pop-up tool list	Ctrl+click tool
Open Tools pane of Preferences dialog box	Double-click item creation tool or Zoom 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	Alt+Link tool selected
To unlink text box with its text from the linked chain	Shift+Alt+Unlink tool selected
To maintain text in respective text boxes during unlinking	Alt+Unlink tool selected

Item Format Painter tool

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

Measurements palette

Display/hide palette	F9
Select the X field of the Home tab	Ctrl+M
Select the Font field of the Home tab or the Character tab	Ctrl+Alt+Shift+M
Display/hide OpenType Styles palette	F4
Select the Character tab	Ctrl+Shift+D
Select the Font Size field of the Character tab	Ctrl+Shift+\
Select the initial field of the Paragraph tab	Ctrl+Shift+F
Select the Leading field of the Paragraph tab	Ctrl+Shift+E
Select the Rules tab	Ctrl+Shift+N
Select the Column Flow tab	Ctrl+Alt+G
Select the Position field of the Tabs tab	Ctrl+Shift+T
Set button in Tabs tab	Ctrl+S
Clear all Tab stops	Alt+click on Tab ruler
Select the X Field of the Text box tab	Ctrl+Alt+M
Select the initial field of the Border tab	Ctrl+B
Select the Space/Align tab	Ctrl+, (comma)
Select the Runaround tab	Ctrl+T
Select the Clipping tab	Ctrl+Alt+T
Select the Text Shading tab	Ctrl+Alt+O
Select the Drop Shadow tab	Ctrl+Alt+Shift+D

Toggle Font Preview preference	Shift+open the Font drop-down menu
Select next field	Tab
Select previous field	Shift+Tab
Toggle forward through tabs	Ctrl+Alt+; (semicolon)
Toggle backward through tabs	Ctrl+Alt+, (comma)
Apply	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)	Alt+Click Ticker
Font size Increment/Decrement (20 Points)	Shift+Click Ticker

Modifying Scale percentage via the Measurements Palette Ticker

Scale Percentage Increment/Decrement (10%)	Click Ticker
Scale Percentage Increment/Decrement (1%)	Alt+Click Ticker
Scale Percentage Increment/Decrement (25%)	Shift+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)	Alt+Click Ticker
Kerning/Tracking Increment/Decrement (1/20 em)	Shift+Click Ticker

Modifying Sending (Points) via the Measurements Palette Ticker

Sending Increment/Decrement (1 point)	Click Ticker
Sending Increment/Decrement (0.1 point)	Alt+Click Ticker
Sending Increment/Decrement (10 points)	Shift+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)	Alt+Click Ticker
Baseline Shift Increment/Decrement (10 points)	Shift+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)	Alt+Click Ticker
Box Picture Angle Increment/Decrement (45 Degrees)	Shift+Click Ticker

Modifying Box Picture Skew via the Measurements Palette Ticker

Skew Picture (10 Degrees)	Click Ticker
Skew Picture (1 Degree)	Alt+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)	Alt+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)	Alt+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)	Alt+Click Ticker
Corner Radius Increment/Decrement (25 points)	Shift+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 Shift + 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)	Alt+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)	Alt+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)	Alt+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)	Alt+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
Box Text Left Inset Increment/Decrement (0.1 Points)	Alt+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)	Alt+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 (1 Point)	Click Ticker
Box Text Right Inset Increment/Decrement (0.1 Point)	Alt+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 First Baseline Offset Increment/Decrement (1 Point)	Click Ticker
Box Text First Baseline Offset Increment/Decrement (0.1 Points)	Alt+Click Ticker
Box Text 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 (1 Point)	Click Ticker
Box Text Vertical Alignment Inter Para Max Increment/Decrement (0.1 Points)	Alt+Click Ticker
Box Text Vertical Alignment Inter Para Max Increment/Decrement (10 Points)	Shift+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)	Alt+Click Ticker
Border 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)	Alt+Click Ticker
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)	Alt+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)	Alt+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)	Alt+Click Ticker
Right Indent Increment/Decrement (25 Points)	Shift+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)	Alt+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)	Alt+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)	Alt+Click Ticker
Leading Increment/Decrement (10 Points)	Shift+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)	Alt+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)	Alt+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)	Alt+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)	Alt+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)	Alt+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)	Alt+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)	Alt+Click Ticker
Rule Above Width Increment/Decrement (10 Points)	Shift+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)	Alt+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)	Alt+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)	Alt+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)	Alt+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)	Alt+Click Ticker
Rule Below Width Increment/Decrement (10 Points)	Shift+Click Ticker

Page Layout palette

Display/hide palette	F10
Open Insert Pages dialog box	Alt+drag master page into layout area
Display Insert Pages context menu	Right-click page
Display absolute page number	Alt+click page

Style Sheets palette

Display/hide palette	F11
Display Edit Style Sheet context menu	Right-click style sheet name
Display Edit Style Sheet dialog box	Ctrl+click style sheet
Apply Style Sheet & Retain Local Type Styles	Shift+click style sheet
Apply Style Sheet & Retain Local Type & OpenType Styles	Ctrl+Shift+click style sheet
Apply Style Sheet & Remove Local Formatting	Alt+click style sheet
Apply Style Sheet & Remove Local Paragraph Formatting	Alt+Shift+click style sheet
Apply Style Sheet & Maintain Appearance	Ctrl+Alt+Shift+click style sheet
Update Style Sheet	Ctrl+Alt+click style sheet

Style Sheets Palette - Style Groups

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

Colors palette

Display/hide palette	F12
Display Edit Colors context menu	Right-click color name
Display Colors dialog box	Ctrl+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, Alt+click on "Add to Colors" button
Add all swatch colors to Colors palatte	Alt+Shift+click on "Add to Colors"
Remove swatch color	Alt+click on swatch
Remove all swatch colors	Alt+Shift 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	Alt+Click on Font Collection icon
Manage Font Collections	Ctrl+Click on Font Collection icon

Lists palette

Display/hide palette	Ctrl+F11

Gradients palette

Display/hide palette	Alt+F12
Add a color stop with default color black	Click below Gradient Slider
Add a color stop with custom color	Shift+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	Ctrl+Alt+I
Select Text field	Ctrl+Alt+I
Click Add button	Ctrl+Alt+Shift+I
Edit selected index entry	Double-click
Click Add Reversed button	Alt+click Add button

Find/Change palette

Display palette	Ctrl+F
Close palette	Ctrl+Alt+F
Change Find Next button to Find First	Alt

Check Spelling palette

Check Spelling > Word/Selection	Ctrl+W
Check Spelling > Story	Ctrl+Alt+W
Check Spelling > Layout	Ctrl+Alt+Shift+W
Check Spelling > End of Story	Ctrl+Alt+Shift+F3
Add (during Check Spelling session)	Ctrl+A
Add all suspect words to auxiliary dictionary (during Check Spelling session)	Alt+Shift+click Add All button
Skip button (during Check Spelling session)	Ctrl+S
Replace All button (during Check Spelling session)	Ctrl+R
Replace button (during Check Spelling session)	Ctrl+Shift+R
Done button (during Check Spelling session)	Ctrl+D
Look up button (during Check Spelling session)	Ctrl+L

Grid Styles palette

Remove overridden attribute	Alt+click Grid style name

Text Shading Styles palette

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

Callout Styles palette

Remove overridden attribute	Alt+click Callout style name

Table Styles palette

Remove overridden attribute	Alt+click Table style name

Conditional Styles palette

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

Font Pairing

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

Project and layout commands

Displaying pages

Go to Page dialog box	Ctrl+J
Display this page's master page	Shift+F4
Display previous master page	Ctrl+Shift+F3
Display next master page	Ctrl+Shift+F4
Display Layout (when a master page is displayed)	Shift+F4

Changing views

Access View Percentage field	Ctrl+Alt+V
Any view to Actual Size	Ctrl+1 (one)
Any view to Fit in Window	Ctrl+0 (zero)
Any view to 200%	Ctrl+Alt+click
Toggle between 100% and 200%	Ctrl+Alt+click
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
Zoom in (not available when Text Content tool is selected)	Ctrl+=
Zoom out (not available when Text Content tool is selected)	Ctrl+- (hyphen)
Zoom in/ Zoom out (using scroll wheel)	Ctrl+spin scroll wheel
Minimize/maximize project window	F3
Fit spread in window	Shift+F3

Redrawing the screen

Stop redraw	Esc
Force redraw	Shift+Esc

Moving/ Deleting ruler guides

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

Scrolling

Without selecting Pan tool	Alt+drag
To start of text	Ctrl+Home
To end of text	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

Navigating among layouts

Cycle through layouts	Alt+' (apostrophe)

Navigating among projects

Cycle through project windows	Ctrl+Tab or Ctrl+F6

Previewing Layouts

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

Displaying context menu

Project window context menu	Alt+- (hyphen)
Active object context menu	Shift+F10

Item commands

Selecting/deselecting items

Select item in back or behind	Ctrl+Alt+Shift+click where items overlap
Select multiple items or points	Shift+click
Deselect all items	Esc

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	Ctrl+drag handle
Resize relative to center	Alt+drag handle
Resize multiple items (requires multiple selection)	Press Ctrl before dragging handle
Constrain item rotation to 0°/45°/90°	Press Shift while rotating
Constrain straight line angle to 0°/45°/90°	Press Shift while creating or resizing line
Duplicate item while dragging	Press Alt while dragging item

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	Ctrl
Invoke Convert Point mode from Bézier Pen tool	Alt
Invoke Convert Point mode while dragging Bézier handle	Alt+drag
Retract Bézier handle	Alt+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	Ctrl +Alt
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	Alt+Item > Shape > [Bézier shape]

Modifying line width

Increase

Preset range	Ctrl+Shift+. (period)
1 point	Ctrl+Alt+Shift+. (period)

Decrease

Preset range	Ctrl+Shift+, (comma)
1 point	Ctrl+Shift+; (semicolon)

Moving items

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

Nudging items (Item tool)

Move 1 point	Arrow keys
Move 1/10 point	Alt+arrow keys
Move 10 points (amount configurable in Preferences)	Shift+arrow keys

Moving Flex Items

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

Modifying boxes

Resize box, constraining shape	Shift+drag box handle
Resize box, maintaining aspect ratio	Alt+Shift+drag box handle
Resize box and scale picture/text	Ctrl+drag box handle
Resize box and scale picture/text, constraining shape	Ctrl+Shift+drag box handle
Resize box and scale picture/text, maintaining aspect ratio	Ctrl+Alt+Shift+drag box handle

Text commands

Controlling indents

Increase indent	Ctrl+/
Decrease indent	Ctrl+Alt+/

Cross Reference

Go to cross reference source text/marker	Ctrl+Alt+Shift+F12

Adding automatic page numbers in text box

Previous box page number character	Ctrl+2
Current page number character	Ctrl+3
Next box page number character	Ctrl+4

Updating text flows

Reflow text in current version of QuarkXPress	Alt+Open in Open dialog box

Changing language

Force apply a language (override language locking)	Ctrl+select a language in the Language drop-down menu

Changing font

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

Entering one font character

Symbol font character	Ctrl+Alt+Q
Zapf Dingbats font character	Ctrl+Shift+Z

Modifying font size

Increase

Preset range	Ctrl+Shift+. (period)
1 point	Ctrl+Alt+Shift+. (period)

Decrease

Preset range	Ctrl+Shift+, (comma)
1 point	Ctrl+Shift+; (semicolon)

Resize interactively

Proportional relative to center	Ctrl+Alt+Shift+drag handle
Proportional	Ctrl+Shift+drag handle
Nonproportional	Ctrl+drag handle

Modifying horizontal/vertical scaling

Increase

0.05	Ctrl+]
0.01	Ctrl+Alt+]

Decrease

0.05	Ctrl+[
0.01	Ctrl+Alt+[

Modifying kerning/tracking

Increase

1/20 em	Ctrl+Shift+]
1/200 em	Ctrl+Alt+Shift+]

Decrease

1/20 em	Ctrl+Shift+[
1/200 em	Ctrl+Alt+Shift+[

Modifying word space tracking

Increase

.05 em	Ctrl+Shift+@
.005 em	Ctrl+Alt+Shift+@

Decrease

.05 em	Ctrl+Shift+!
.005 em	Ctrl+Alt+Shift+!

Modifying baseline shift

Up 1 point	Ctrl+Alt+Shift+)
Down 1 point	Ctrl+Alt+Shift+(

Modifying leading

Increase

1 point	Ctrl+Shift+' (apostrophe)
1/10 point	Ctrl+Alt+Shift+' (apostrophe)

Decrease

1 point	Ctrl+Shift+; (semicolon)
1/10 point	Ctrl+Alt+Shift+; (semicolon)

Format Painter

Copy Text Formatting	Ctrl+Alt+Shift+C
Apply Text Formatting	Ctrl+Alt+Shift+A

Copying paragraph attributes

Copy formats to selected paragraphs in text chain	Alt+Shift+click

Dragging and dropping text

Drag-copy text (Input Settings preference on)	Shift+drag

Searching for text

Wild card (Find only) (\?)	Ctrl+/
Tab	\t
New paragraph (\p)	Enter
New line (\n)	Shift+Enter
New column (\c)	Keypad Enter
New box (\b)	Shift+Keypad Enter
Previous box page number character (\2)	Ctrl+2
Current page number character (\3)	Ctrl+3
Next box page number character (\4)	Ctrl+4
Punctuation space	Ctrl+. (period)
Flex space (\f)	Ctrl+Shift+F
Backslash (\\)	Ctrl+\
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	Ctrl+\
Discretionary new line	Ctrl+Enter
New paragraph	Enter
New line	Shift+Enter
Conditional style marker	Ctrl+Alt+Shift+\
New column	Keypad Enter
New box	Shift+Keypad Enter
Right-indent tab	Shift+Tab
Close single quote (curly quote) character	Alt+]
Open quote (curly quote) character	Alt+Shift+[
Close quote (curly quote) character	Alt+Shift+]
Straight single quotation mark when Smart Quotes is on	Ctrl+' (apostrophe)
Straight double quotation mark when Smart Quotes is on	Ctrl+Alt+' (apostrophe)
Zero-width joiner	Ctrl+Alt+Shift+1
Zero-width non-joiner	Ctrl+Alt+Shift+2
Inch mark	Ctrl+Alt+' (apostrophe)
Registered symbol	Alt+Shift+R
Copyright symbol	Alt+Shift+C
Trademark symbol	Alt+Shift+2
Bullet symbol	Alt+Shift+8
† symbol	Alt+Shift+T
§ symbol	Alt+Shift+6
¶ symbol	Alt+Shift+7

Hyphens and dashes

Breaking standard hyphen	Hyphen
Nonbreaking standard hyphen	Ctrl+=
Discretionary (soft) hyphen	Ctrl+- (hyphen)
Do not hyphenate word	Ctrl+- (hyphen) immediately before word
Breaking en dash	Ctrl+Shift+- (hyphen)
Nonbreaking en dash	Ctrl+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
Nonbreaking punctuation space	Ctrl+Shift+Space or Ctrl+Alt+6
Breaking em space	Ctrl+Shift+7
Nonbreaking em space	Ctrl+Alt+Shift+7
Breaking thin space	Ctrl+Shift+8
Nonbreaking thin space	Ctrl+Alt+Shift+8

Moving the text insertion point

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

Selecting characters

Previous character	Shift+←
Next character	Shift+→
Previous line	Shift+↑
Next line	Shift+↓
Previous word	Ctrl+←
Next word	Ctrl+→
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 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	Backspace
Next character	Delete or Shift+Backspace
Previous word	Ctrl+Backspace
Next word	Ctrl+Delete or Ctrl+Shift+Backspace
Selected characters	Delete or Backspace

Document Open commands

Open	Ctrl+O
Reflow text in current version of QuarkXPress while opening document	Alt+Open in Open dialog box
Repair damaged document while opening document	Ctrl+Shift+Open in Open dialog box

Picture commands

Importing pictures

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

Scaling pictures

Increase 5%	Ctrl+Alt+Shift+. (period)
Decrease 5%	Ctrl+Alt+Shift+, (comma)

Resizing boxes and pictures

Resize maintaining aspect ratio	Shift+drag handle
Resize from center, maintaining aspect ratio	Alt+Shift+drag handle
Resize box and scale picture	Ctrl+drag box handle
Resize relative to center	Alt+drag handle
Rotate picture content relative to center	Alt+drag rotation handle

Centering and fitting pictures

Center Picture	Ctrl+Shift+M
Stretch Picture To Fit Box	Ctrl+Shift+F
Scale Picture To Fit Box	Alt+Shift+F1
Scale Picture To Fill Box	Ctrl+Alt+Shift+B

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

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