

FILING/PRINTING

New file	Ctrl-N
Open file	Ctrl-O
Open a copy of a file	⇧-Recent Publications
Close file	Ctrl-W
Save	Ctrl-S
Save as	Ctrl-⇧-S
Save all open publications	⇧-SAVE in the File menu
Close all open publications	⇧-CLOSE in the File menu
Place file	Ctrl-D
Links	Ctrl-⇧-D
Print file	Ctrl-P
Document setup	Ctrl-⇧-P
General Preferences	Ctrl-K
Quit PageMaker	Ctrl-Q
Revert to last mini-save	⇧-REVERT in File menu

TEXT FORMATTING

Bold	Ctrl-⇧-B
Italic	Ctrl-⇧-I
Underline	Ctrl-⇧-U
All caps	Ctrl-⇧-K
Subscript	Ctrl-\
Superscript	Ctrl-⇧-\
Strikethrough	Ctrl-⇧-/
Reverse	Ctrl-⇧-V
Normal formatting	Ctrl-⇧-SPACEBAR
Normal width	Ctrl-⇧-X

Type specs dialog box	Ctrl-T
Paragraph specs dialog box	Ctrl-M
Indents/tabs dialog box	Ctrl-I

Apply autoleading	Ctrl-Alt-⇧-A
Increase font size	
1 point	Ctrl-⇧->
Next standard type size	Ctrl-Alt->
Decrease font size	
1 point	Ctrl-⇧-<
Next standard type size	Ctrl-Alt-<
Force justify	Ctrl-⇧-F
Justify	Ctrl-⇧-J
Align center	Ctrl-⇧-C
Align left	Ctrl-⇧-L
Align right	Ctrl-⇧-R

TRACKING & KERNING TEXT

Kern/track together .01 em	Alt-←
Kern/track together .04 em	Ctrl-Alt-←
Kern/track apart .01 em	Alt-→
Kern/track apart .04 em	Ctrl-Alt-→
Clear manual kerning	Ctrl-Alt-K
Eliminate track kerning (no track)	Ctrl-⇧-Q

EDITING

Undo	Alt-BACKSPACE or Ctrl-Z
Cut	⇧-DELETE or Ctrl-X
Copy	Ctrl-INSERT or Ctrl-C
Paste	⇧-INSERT or Ctrl-V
Paste object, use last offsets	Ctrl-Alt-V
Multiple paste, w/o dialog ...	⇧-MULTIPLE PASTE in Edit menu
Select all	Ctrl-A
Select all on active layer	Ctrl-Alt-A
Deselect all	Ctrl-⇧-A
Insert one page after current page	Ctrl-Alt-⇧-G
Edit story/edit layout	Ctrl-E
Edit story	TRIPLE-CLICK on story with selection tool
Close story (story view)	Ctrl-W
Check spelling (story view)	Ctrl-L
Index entry	Ctrl-Y
Fast index entry	Ctrl-⇧-Y
Fill & stroke	Ctrl-U
Mask	Ctrl-6
Unmask	Ctrl-⇧-6
Mask and group	⇧-Mask in Element menu
Unmask and group	⇧-Unmask in Element menu
Bring element forward	Ctrl-]
Bring element to front	Ctrl-⇧-]
Send element backward	Ctrl-[
Send element to back	Ctrl-⇧-[
Align objects	Ctrl-⇧-E
Text wrap	Ctrl-Alt-E
Group	Ctrl-G
Ungroup	Ctrl-⇧-G
Lock position	Ctrl-L
Unlock position	Ctrl-Alt-L
Attach or separate content & frame	Ctrl-F
Frame options	Ctrl-Alt-F
Change element to frame	Ctrl-Alt-⇧-F

TEXT FLOW

Auto ↔ Manual text flow	Ctrl-CLICK loaded text icon
Semiautomatic text flow	⇧-CLICK loaded text icon

PICTURE FORMATTING

Resize picture, maintain proportions ..	⇧-DRAG corner handle
Resize picture w/magic stretch	Ctrl-DRAG corner handle
Modifying text wrap boundaries	
Suspend text reflow	Hold space bar
Constrain line or handle movement	⇧-DRAG
Edit OLE object	DOUBLE-CLICK object
Edit non-OLE linked graphic	Alt-DOUBLE-CLICK graphic
“Choose editor” dialog box	⇧-Alt-DOUBLE CLICK graphic

MOVING THE INSERTION POINT

(Hold down the ⇧ key as you move the insertion point to select text with the keyboard)	
To beginning of line	HOME
To beginning of sentence	Ctrl-HOME
To beginning of story	Ctrl-KEYPAD 9
To end of line	END
To end of sentence	Ctrl-END
To end of story	Ctrl-KEYPAD 3
Left one character	←
Left one word	Ctrl-←
Right one character	→
Right one word	Ctrl-→
Up one line	↑
Up one paragraph	Ctrl-↑
Down one line	↓
Down one paragraph	Ctrl-↓
Go to next frame	Ctrl-Alt-]
Return to previous frame	Ctrl-Alt-[

TURNING PAGES

Move to previous page	PAGE UP
Go back to previous page selected	Ctrl-PAGE UP
Move to next page	PAGE DOWN
Go forward to previous page selected	Ctrl-PAGE DOWN
Go to page	Ctrl-Alt-G
View all pages in sequence	⇧-GO TO PAGE in Layout menu

VIEWING THE DOCUMENT

Zoom in	Ctrl-SPACEBAR-CLICK or DRAG, or Ctrl-+
Zoom out	Ctrl-Alt-SPACEBAR-CLICK or Ctrl--
Fit in window ↔ actual size	Ctrl-CLICK right mouse button
Actual size ↔ 200%	Ctrl-⇧-CLICK right mouse button
Fit page in window	Ctrl-O or DOUBLE-CLICK on hand tool
Fit pasteboard in window	Ctrl-⇧-O
50%	Ctrl-5
75%	Ctrl-7
100% (actual size)	Ctrl-1 or DOUBLE-CLICK on magnify tool
200%	Ctrl-2
400%	Ctrl-4
All pages to same view	Alt-any view in VIEW menu
Redraw current page at high resolution	Ctrl-⇧-F1.2
Display non-printing items	Ctrl-Alt-N
Preview hyperlinks	F10
Grabber hand	Alt-DRAG
Constrained grabber hand	Alt-⇧-DRAG
Rulers on/off	Ctrl-R
Snap to rulers on/off	Ctrl-Alt-R
Show/Hide guides	Ctrl-;
Snap to guides on/off	Ctrl-⇧-;
Lock guides	Ctrl-Alt-;

MISC.

Context-sensitive pop-up menu	click w/right mouse button
On-line Help table of contents	F1
Context-sensitive Help	⇧-F1, then click on a menu item
Selecting overlapping items	Ctrl-CLICK
Close all dialog boxes	⇧-CLICK on OK or CANCEL button
Installation info	Ctrl-ABOUT PAGEMAKER in the Help menu
Perform a diagnostic recompose of a publication	
With nothing selected, & the pointer tool chosen, press Ctrl-⇧ while choosing HYPHENATION from the Type menu. 1 beep=no problems were found, 2 beeps=problem found & corrected, 3 beeps=problem found, not corrected.	
Update PPD list	⇧-PRINT from the File menu
Save Print dialog box settings without printing	
⇧-DONE button in the Print dialog box.	
Save Print dialog box settings as a printer style	
Ctrl-STYLE button in the Print dialog box.	
Printer style w/o print dialog box	⇧-Printer styles

SPECIAL CHARACTERS

End of paragraph ENTER
Forced line break ⌘+ENTER

Discretionary hyphen Ctrl+⌘+HYPHEN
Nonbreaking hyphen Ctrl+Alt+HYPHEN

Nonbreaking slash Ctrl+Alt+/
En dash (–) Alt+HYPHEN
Em dash (—) Alt+⌘+HYPHEN
En space (1/2 em) Ctrl+⌘+N
Em space Ctrl+⌘+M
Thin space (1/4 em) Ctrl+⌘+T
Fixed, non-breaking space Ctrl+Alt+SPACEBAR

Opening double quotation (“) Alt+⌘+[
Closing double quotation (”) Alt+⌘+]
Opening single quotation (‘) Alt+[
Closing single quotation (’) Alt+]

Page number marker (on master pages) Ctrl+Alt+P
Bullet (•) Alt+8
Ellipsis (...) Alt+0133
Registered trademark (®) Alt+R
Trademark (™) Alt+0153
Copyright (©) Alt+G
Paragraph marker (¶) Alt+7
Section marker (§) Alt+6
Degree symbol (°) Alt+0176
English pound (£) Alt+0163
Japanese Yen (¥) Alt+0165
Cent (¢) Alt+0162
Foot mark (′) Ctrl+Alt+”
Inch mark (”) Ctrl+Alt+⌘+”
Foot mark (Symbol font) (′) Alt+0162
Inch mark (Symbol font) (”) Alt+0178
One fourth fraction (¼) Alt+0188
One half fraction (½) Alt+0189
Three fourths fraction (¾) Alt+0190

PALETTES

Display/hide all palettes TAB
Display/hide all palettes except tools ⌘+TAB
Toggle to pointer from any tool F9 or Ctrl+SPACEBAR
Rotation tool ⌘+F2
Line tool ⌘+F3
Rectangle tool ⌘+F4
Ellipse tool ⌘+F5
Polygon tool ⌘+F6
Hand tool ⌘+F7
Text tool ⌘+Alt+F1
Cropping tool ⌘+Alt+F2
Constrained line tool ⌘+Alt+F3
Rectangle frame tool ⌘+Alt+F4
Ellipse frame tool ⌘+Alt+F5
Polygon frame tool ⌘+Alt+F6
Zoom tool ⌘+Alt+F7
Rotate object about its center Ctrl while using rotation tool
Display/hide control palette Ctrl+`
Activate/deactivate control palette Ctrl+`
Switch between char. & para. view Ctrl+⌘+~
Move to next option TAB
Move to previous option ⌘+TAB
Select a different measurement system Ctrl+Alt+M
Apply changes and return to layout Enter
Apply changes and stay in palette ⌘+Enter
Display last valid value for option Esc
“Power” nudge ⌘+CLICK on nudge buttons
Display/hide colors palette Ctrl+J
Edit a color Ctrl+CLICK on color name in color palette
Create a new color Ctrl+CLICK on [BLACK] in color palette
Display/hide style palette Ctrl+B
Define styles Ctrl+3
Edit a style Ctrl+CLICK on style name in style palette
Create a new style Ctrl+CLICK on [NO STYLE] in style palette
Display/hide master pages palette Ctrl+⌘+8
Edit a master page ... Ctrl+CLICK on master page name in palette
Create a new master page Ctrl+CLICK on [NONE] in palette
Remove MP objects, 1 page CLICK on [NONE] in palette
Remove MP objects, both pgs Alt+CLICK on [NONE]
Remove MP objects & all guides ⌘+CLICK on [NONE]
Display/hide layers palette Ctrl+8
Display/hide hyperlinks palette Ctrl+9
Minimize palette size Double-click on palette tab

FIND/CHANGE DIALOG BOX

Find Ctrl+F
Find next Ctrl+G
Change Ctrl+H
Reset attributes to “Any” Alt+CLICK on ATTRIBUTES

Find any (wild) character ^?
Find/Change to Caret (^) ^^
Find/Change to Registered trademark (®) ^r
Find/Change to Copyright (©) ^2
Find/Change to Section symbol (§) ^6
Find/Change to Paragraph symbol (¶) ^7
Find/Change to Bullet (•) ^8
Find/Change to Open double quote (“) ^{
Find/Change to Closed double quote (”) ^}
Find/Change to Open single quote (‘) ^[
Find/Change to Closed single quote (’) ^]
Find/Change to Tab ^t
Find/Change to Thin space ^<
Find/Change to En space ^>
Find/Change to Em space ^m
Find/Change to Nonbreaking space ^s
Find Any space or tab ^w
Find/Change to Discretionary hyphen ^_~
Find/Change to Nonbreaking hyphen ^~
Find PageMaker automatic hyphen ^c
Find/Change to En dash (–) ^=
Find/Change to Em dash (—) ^_
Find/Change to Nonbreaking slash ^/
Find Inline graphic ^g
Find/Change to Index marker ^;
Find/Change to Page number marker ^3
Change to Proper name index entry ^z
Find/Change to Carriage return ^p
Find/Change to Line break ^n
Find hyperlink/bookmark token ^:

KEY Ctrl is the CONTROL key
⌘ is the SHIFT key

Adobe PageMaker Shortcuts

WINDOWS VERSION 7.0

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