

Special Characters	Windows	Macintosh
Bullet (•)	Ctrl+Shift+8	Option+8
Copyright (©)	Ctrl+Shift+O (oh)	Option+G
Paragraph (¶)	Ctrl+Shift+7	Option+7
Open double quote (“)	Ctrl+Shift+[Option+[
Close double quote (”)	Ctrl+Shift+]	Option+Shift+[
Open single quote (‘)	Ctrl+[Option+[
Close single quote (’)	Ctrl+]	Option+Shift+]
Foot mark (′)	Ctrl+Shift+F3	⌘+Shift+]
Inch mark (″)	Ctrl+Shift+F4	⌘+Shift+[
Registered trademark (®)	Ctrl+Shift+G	Option+R
Section (§)	Ctrl+Shift+6	Option+6
Trademark (™)	Alt+pad 0153	Option+2
Ellipses (...)	Alt+pad 0133	Option+;
En space	Ctrl+Shift+N	⌘+Shift+N
Em space	Ctrl+Shift+M	⌘+Shift+M
Thin space	Ctrl+Shift+T	⌘+Shift+T
Nonbreaking (hard) space	Ctrl+Shift+H	Option+Spacebar
Discretionary (soft) hyphen	Ctrl+-	⌘+hyphen
Nonbreaking hyphen	Ctrl+Shift+-	⌘+Option+hyphen
Nonbreaking slash	Ctrl+Shift+/-	⌘+Option+/-
En dash (–)	Ctrl+=	Option+hyphen
Em dash (—)	Ctrl+Shift+=	Option+Shift+hyphen
Page #	Ctrl+Shift+#	⌘+Option+P
Soft return	Shift+Enter	Shift+Return

File Commands	Windows	Macintosh
Revert to last mini-save	Shift+File•Revert	Shift+File•Revert
Save all open pubs	Shift+File•Save	Option+File•Save
Close all open pubs	Shift+File•Close	Option+File•Close
Open a copy of a pub	Shift+File•Recent Pub	Option+File•Recent Pub
Online Help	F1	Help key
Help cursor (to click menu item)	Shift+F1	⌘+?

Accessing dialog boxes with tools	Windows	Macintosh
Preferences db	dbl-clk pointer tool	dbl-clk pointer tool
Document setup	Alt+dbl-clk pointer tool	Opt+dbl-clk pointer tool
Type specs db	dbl-clk Text tool	dbl-clk Text tool
Paragraph specs db	Alt+dbl-clk Text tool	Opt+dbl-clk Text tool
Fill and line db	dbl-clk Ellipse tool	dbl-clk Ellipse tool
Rounded corners db	dbl-clk Rectangle tool	dbl-clk Rectangle tool
Custom line db	dbl-clk Line tool	dbl-clk Line tool
Polygon specs db	dbl-clk Polygon tool	dbl-clk Polygon tool
100% Size	dbl-clk Zoom tool	dbl-clk Zoom tool
Fit in Window	Alt+dbl-clk Zoom tool	Opt+dbl-clk Zoom tool



PageMaker® 6.5

Keyboard and Mouse Shortcuts

Tools	Windows	Macintosh
Pointer	F9	Shift+F1
Text tool	Shift+F2	Shift+F2
Ellipse tool	Shift+F3	Shift+F3
Rectangle tool	Shift+F4	Shift+F4
Line tool	Shift+F5	Shift+F5
Constrained line tool	Shift+F6	Shift+F6
Polygon tool	Shift+F7	Shift+F7
Zoom tool	Shift+F8	Shift+F8
Rotating tool	Shift+F9	Shift+F9
Cropping tool	Shift+F11	Shift+F10
Reducing tool	Ctrl+Zoom tool	Option+Zoom tool
Grabber hand	Alt+drag mouse	Option+drag mouse

Text and Elements	Windows	Macintosh
Select all	Ctrl+A	⌘+A
Undo	Ctrl+Z	⌘+Z
Copy	Ctrl+C	⌘+C
Cut	Ctrl+X	⌘+X
Paste	Ctrl+V	⌘+V
Power Paste	Ctrl+Shift+P	⌘+Option+V
Group	Ctrl+G	⌘+G
Ungroup	Ctrl+U	⌘+U
Mask & Group	Shift+Element•Mask	Option+Element•Mask
Unmask & Ungroup	Shift+Element•Unmask	Option+Element•Unmask
Guides on/off	Ctrl+J	⌘+J
Rulers on/off	Ctrl+R	⌘+R
Snap to Guides	Ctrl+Shift+5	⌘+Shift+G
Snap to Rulers	Ctrl+Shift+Y	⌘+Shift+Y
Send to Back	Ctrl+B	⌘+B
Bring to Front	Ctrl+F	⌘+F
Bring Forward	Ctrl+8	⌘+8
Send Backward	Ctrl+9	⌘+9
Insert Page	Ctrl+Shift+”	⌘+Shift+”

Flowing text	Windows	Macintosh
Auto/manual text flow (toggle)	Ctrl+flow text	⌘+flow text
Semi-automatic text flow	Shift+flow text	Shift+flow text

Adjusting graphics or text blocks	Windows	Macintosh
Restore proportions	Shift+click corner handle	Shift+click corner handle
Proportional stretch	Shift+drag handle	Shift+drag handle
"Magic stretch"	Ctrl+drag handle	⌘+drag handle
Proportional magic stretch	Ctrl+Shift+drag handle	⌘+Shift+drag handle
Select multiple objects	Shift+click each	Shift+click each
Select object behind others	Ctrl+click	⌘+click
Select multiple behind others	Ctrl+Shift+click	⌘+Shift+click
Constrain move vert. or horiz.	Shift+drag	Shift+drag

View Controls	Windows	Macintosh
50% size	Ctrl+5	⌘+5
Actual size	Ctrl+1	⌘+1
200% size	Ctrl+2	⌘+2
Fit in window	Ctrl+0 (zero)	⌘+0 (zero)
Fit in window	Shift+click pg icon	Shift+click pg icon
100% / Fit window (toggle)	click rt. mouse button	⌘+Option+click
200% / 100% (toggle)	Shift+click rt. mouse button	⌘+Option+Shift+click
Magnifying tool	Ctrl+Spacebar	⌘+Spacebar
Reducing tool	Ctrl+Alt+Spacebar	⌘+Option+Spacebar
Set all pages to same view	Ctrl+Alt+any view	Option+any view
Show entire pasteboard	Shift+Ctrl+W	
Close all open pubs	Shift+File•Close	Option+File•Close
Edit story/Edit layout	Ctrl+E	⌘+E
Edit story	Triple click text block with pointer tool	
Go to page	Ctrl+/ Page Down	⌘+[Page Down
Next page	Page Down	Page Down
Previous page	Page Up	Page Up
Close current story window only	Ctrl+W	⌘+W
Close open stories in pub	Shft+Story•Close Story	Option+Story•Close Story
Cascade open story windows	Shft+Window•Cascade	Option+Window•Cascade
Tile open story windows	Shft+Window•Tile	Option+Window•Tile

Text and Alignment Attributes	Windows	Macintosh
Align left	Ctrl+Shift+L	⌘+Shift+L
Align right	Ctrl+Shift+R	⌘+Shift+R
Align center	Ctrl+Shift+C	⌘+Shift+C
Justify	Ctrl+Shift+J	⌘+Shift+J
Force justify	Ctrl+Shift+F	⌘+Shift+F
All caps	Ctrl+Shift+K	⌘+Shift+K

Type style	Windows	Macintosh
Bold	Ctrl+Shift+B	⌘+Shift+B
Italic	Ctrl+Shift+I	⌘+Shift+I
Underline	Ctrl+Shift+U	⌘+Shift+U
Strike thru	Ctrl+Shift+S	⌘+Shift+U
Normal	Ctrl+Shift+Spacebar	⌘+Shift+Spacebar
Reverse	Ctrl+Shift+V	⌘+Shift+V
Type specs dialog box	Ctrl+T	⌘+T

Selecting text	Windows	Macintosh
Select word	double-click w/ text tool	double-click w/ text tool
Select paragraph	triple-click w/ text tool	triple-click w/ text tool

Text editing in story editor	Windows	Macintosh
Edit story/ Edit layout (toggle)	Ctrl+E	⌘+E
Close story	Ctrl+W	⌘+W
Spelling	Ctrl+L	⌘+L
Find	Ctrl+F	⌘+F
Find next	Ctrl+G	⌘+G
Change	Ctrl+H	⌘+H
Define styles	Ctrl+3	⌘+3
Paragraph specs	Ctrl+M	⌘+M
Indents/tabs (layout view only)	Ctrl+I	⌘+I

Moving insertion point (Num Lock off)	Windows	Macintosh
Up one line	up arrow	up arrow
Down one line	down arrow	down arrow
Up one screen (Story Editor)	Pg Up	Pg Up
Down one screen (Story Editor)	Pg Dn	Pg Dn
To beginning of line	Home	Keypad 7
To end of line	End	Keypad 1
To beginning of sentence	Ctrl+Home	⌘+Keypad 7
To end of sentence	Ctrl+End	⌘+Keypad 1
To beginning of story	Ctrl+Pg Up	Option+Home
To end of story	Ctrl+Pg Dn	Option+End
Left one character	left arrow	left arrow
Right one character	right arrow	right arrow
Left one word	Ctrl+left arrow	Option+left arrow
Right one word	Ctrl+right arrow	Option+right arrow

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