

Chapter - 5

पेजमेकर शॉर्टकट कीज

पेजमेकर शॉर्टकट कीज (Page Maker Shortcut keys)

<i>USER INTERFACE SHORTCUT KEYS</i>	
Display/hide all palettes	TAB
Display/hide all palettes except tools	SHIFT + TAB
Display/hide control palette	CTRL + ‘
Display/hide colors palette	CTRL + J
Display/hide style palette	CTRL + B
Define styles	CTRL + 3
Display/hide master pages palette	CTRL+ SHIFT + 8
Display/hide layers palette	CTRL + 8
Display/hide hyperlinks palette	CTRL + 9
<i>TOOL PALETTE SHORTCUT KEYS</i>	
Rotation tool	SHIFT + F2
Line tool	SHIFT + F3

Rectangle tool	SHIFT + F4
Ellipse tool	SHIFT + F5
Polygon tool	SHIFT + F6
Hand tool	SHIFT + F7
Text tool	SHIFT + ALT + F1
Cropping tool	SHIFT + ALT + F2
Constrained line tool	SHIFT + ALT + F3
Rectangle frame tool	SHIFT + ALT + F4
Ellipse frame tool	SHIFT + ALT + F5
Polygon frame tool	SHIFT + ALT + F6
Zoom tool	SHIFT + ALT + F7

MENU BAR SHORTCUT KEYS

FILE MENU

New	CTRL + N
Open	CTRL + O
Close	CTRL + W

Save	CTRL + S
Save as	SHIFT + CTRL + S
Place	CTRL + D
Links	SHIFT + CTRL + D
Print	CTRL + P
Document setup	SHIFT + CTRL + P
General Preferences	CTRL + K
Quit PageMaker	CTRL + Q
EDIT MENU	
Undo	CTRL + Z
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Clear	DEL
Select all	CTRL + A
Deselect all	SHIFT + CTRL + A
Edit Story / Edit Layout	CTRL + E

Close Story (Story View)	CTRL + W
<u>LAYOUT MENU</u>	
Go to Page	ALT + CTRL + G
Move to Previous Page	PAGE UP
Go Back	CTRL + PAGE UP
Move to Next Page	PAGE DOWN
Go Forward	CTRL + PAGE DOWN
TYPE MENU	
Bold	CTRL + SHIFT + B
Italic	CTRL + SHIFT + I
Underline	CTRL + SHIFT + U
All Caps	CTRL + SHIFT + K
Strike Through	CTRL + SHIFT + /
Super Script	CTRL + SHIFT + \
Sub Script	CTRL + \
Reverse	CTRL + SHIFT + V
Normal formatting	CTRL + SHIFT + SPACEBAR

Normal width	CTRL + SHIFT + X
Auto Leading	ALT + SHIFT + A
Expert Tracking (No track)	CTRL + SHIFT + Q
Horizontal Scale (Normal)	CTRL + SHIFT + X
Character	CTRL + T
Paragraph	CTRL + M
Indent Tabs	CTRL + I
INCREASE FONT SIZE	
1 point	CTRL + SHIFT + >
Next standard type size	CTRL + ALT + >
DECREASE FONT SIZE	
1 point	CTRL + SHIFT + <
Next standard type size	CTRL + ALT + <
ALIGNMENTS	
Align left	CTRL + SHIFT + L
Align Center	CTRL + SHIFT + C
Align Right	CTRL + SHIFT + R

Justify	CTRL + SHIFT + J
Force Justify	CTRL + SHIFT + F
Define Styles	CTRL + 3

ELEMENT MENU

Fill & Stroke	CTRL + U
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FRAME

Attach Content	CTRL + U
Frame Option	ALT + CTRL + F
Change to Frame	SHIFT + ALT + CTRL + F
Next Frame	ALT + CTRL +]
Previous Frame	ALT + CTRL + [

ARRANGE

Bring to Front	SHIFT + CTRL +]
Bring Forward	CTRL +]
Send Backward	CTRL + [
Send to Back	SHIFT + CTRL + [

Align Objects	SHIFT + CTRL + E
Text Warp	ALT + CTRL + E
Group	CTRL + G
Ungroup	SHIFT + CTRL + G
Lock Position	CTRL + L
Un Lock	ALT + CTRL + L
Mask	CTRL + 6
Un Mask	SHIFT + CTRL + 6

MOVING THE INSERTION POINT

To beginning of line	HOME
To beginning of sentence	CTRL +HOME
To beginning of story	CTRL + 9
To end of line	END
To end of sentence	CTRL +END
To end of story	CTRL + 3
Left one character	LEFT ARROW

Left one word	CTRL + LEFT ARROW
Right one character	RIGHT ARROW
Right one word	CTRL + RIGHT ARROW
Up one line	UP ARROW
Up one paragraph	CTRL + UP ARROW
Down one line	DOWN ARROW
Down one paragraph	CTRL + DOWN ARROW
Go to next frame	CTRL + ALT +]
Return to previous frame	CTRL + ALT + [

UTILITIES MENU

Find	CTRL + F
Find Next	CTRL + G
Change	CTRL + H
Check Spelling (Story View)	CTRL + L
Index Entry	CTRL + Y
Fast Index Entry	CTRL + SHIFT + Y

VIEW MENU

Zoom in	CTRL + +
Zoom out	CTRL + -
Fit in window	CTRL + CLICK RIGHT MOUSE BUTTON
Actual size	CTRL + CLICK RIGHT MOUSE BUTTON
Fit page in window	CTRL + 0
Entire pasteboard	CTRL + SHIFT + 0

ZOOM TO

50%	CTRL + 5
75%	CTRL + 7
100% (Actual size)	CTRL + 1
200%	CTRL + 2
400%	CTRL + 4
Redraw current page at high resolution	CTRL-SHIFT -F12
Display non-printing items	CTRL-ALT-N

Preview hyperlinks	F10
Rulers on/off	CTRL + R
Snap to rulers on/off	CTRL + ALT + R
Show/Hide guides	CTRL + ;
Snap to guides on/off	CTRL+ SHIFT + ;
Lock guides	CTRL + ALT + ;

INSERT SPECIAL CHARACTERS SHORTCUT KEYS

End of paragraph	ENTER
Forced line break	SHIFT +ENTER
Discretionary hyphen	CTRL + SHIFT + HYPHEN
Non breaking hyphen	CTRL + ALT + HYPHEN
Opening double quotation (“)	ALT + SHIFT + [
Closing double quotation (”)	ALT + SHIFT +]
Opening single quotation (‘)	ALT + [
Closing single quotation (’)	ALT +]
Page number marker (on master pages)	CTRL + ALT + P

Bullet (•)	ALT + 8
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 + SHIFT + ’
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 ($\frac{3}{4}$)

ALT + 0190