

Keyboard Command Guide for Adobe FrameMaker

Files / Documents

- **f** help
new
open
save
save as
Save all/all files in a book
revert to saved
close
Close all
print
import file
import formats >
generate/ update
Preferences
- **F** lock /unlock (view only) >
text charset for save as
mode (ASCII/FrameMaker)
- **ft** doc compare
doc report
capture (*Unix*)
keyboard macros (*Unix*)
html setup
- **od** acrobat setup >
- **v** validate hypertext >
- **o** document numbering >
text options >
footnote properties >
change bars properties >
- **e** text inset properties

Pagination

- **p** rotate page counter-clockwise
rotate page clockwise
Unrotate page
freeze pagination
reName master page
new master page
update column layout
 - **sp** break page
add page
delete page
 - **o** pagination⁶ >
page size >
column layout >
line layout >
master page usage
new master page
update column layout
customize text frame
 - **i** page Side-head area on/off
- ### Text Frames
- **C** Connect text frames
Split text frame below cursor
disconnect Previous text frame
Next text frame
Both next & previous
- ### Insert in Header/footer...
- **oh** page number
page count
current date
other

Para. Formatting

- **j** j repeat last para. command
place para. Anywhere
at top of Page
Column
Left page
Right page
- alignment: center
left
right
full
- line spacing: 1 single-space
/ 1½ space
2 double-space
between paras.
custom
+ 1pt increase
- 1pt decrease
fixed
floating
- hyphenation on
hyphenationoff
para. run-in head
side-head
straddle columns
straddle col. & side head
normal (in column)
Update all, remove overrides
- **op** update paragraph format
new paragraph format
paragraph designer
catalog

Tables

- **t** insert table
table format designer
resize columns
shrink-wrap column width
row format
add rows or columns
add Rows above
Rows below
columns to left
columns to right
clear leaving cells empy
removing cells x
paste replace selection
before
after
x custom ruling & shading
edit ruling style
straddle/unstraddle
convert to table/paragraphs
unify table formats

Select...

- **th** cell
row
column
table
all text in cell
column body cells

Move Insertion Point to...

- **tm** cell right
left
up
down
top left selected cell
starting cell (leftmost)
ending cell (rightmost)
next cell
previous cell
top column
bottom column
Top left cell

- **t** move Ins. point to table anchor

Chars. Formatting

- **c** repeat last character command
plain
bold
italic
underline
double underline
strike-through
overline
change bar
small caps
superscript +
subscript -
- **c** pair kerning
2 numeric underline
- **+** size increase 1pt
- **-** size decrease 1pt
- **I** Decrease char. spacing by 20%
increase Char. spacing by 20%
stretch: normal (100%)
condense by 5%
expand by 5%
- **oc** default paragraph font
character designer
catalog

Special

- **s** anchored frame
cross-reference
Conditional text
equations palette
footnote
hypertext
variable
inset (*Unix*)
marker
- **m** insert new index marker
- **edit** marker types⁶

- **escape key**
^ control
⁶ FrameMaker 6.0
> applicable to selected files in book

View

- **v** borders >
text symbols >
rulers >
grid lines >
screen next
previous
view graphics >
Formating bar >
quick access bar >
go to page
Body pages
Master pages
Reference pages
options >
Previous view
Next view
Conditional text show/hide >
conditional text indicators >
go back & fit Window to page
- **V** Fluid View

Color

- **view** color view # 1 (.. 6) >
- **vc** define color views >
color definitions >

Menus

- **vm** quick menus >
complete menus >
modify menus >

Zoom...

- **z** in >
out >
fit window to text frame >
fit page in window >
window to page >
zoom 100% >
set zoom

Window

- **w** close
move
expose
hide
refresh (^L)

Highlighting

- **h** character
word
line
sentence
paragraph
shift back & select
forward & select
Ø cancel highlight

Select Next...

- **H** character
word
line
sentence
paragraph

Select Previous...

- **H** Character
Word
Line
Sentence
Paragraph

Extend...

- **h** one line up
one line down
to top of column
bottom of column
beginning of flow
end of flow

Select Text with Same...

- **h** character Format
Conditional tag

Close Dialog Box

- **C** find
marker
spelling checker
paragraph designer
character designer
conditional text
custom ruling & shading
table designer
hypertext

Micro(&)Type

<http://www.microtype.com>

FrameMaker/Acrobat
Training & Consulting

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Find and Replace

Find...

- **f**i **p**revious ►
 next ►
 set find string ►

Special Chars. in Find

\t	tab symbol
\r	forced return
\p	end-of-paragraph
\P	start of paragraph
\ (sp)	non-breaking space
\\	backslash
\-	discretionary hyphen
_	suppress hyphenation code
\<	start of word
\>	end of word

Wildcards *(Use Wildcards checked)*

*	any number of characters
	spaces or punctuation
?	any one character
^	the beginning of a line
\$	the end of a line
[ab]	any one of bracketed chars
[^ab]	any character except <i>ab</i>
[a-f]	any character from <i>a</i> to <i>f</i>

Replace...

- **r** **o**nce
 global
 and find again

Quick Keys

- **g** **p**aragraph format
 character format
 variables
 Conditional text in
 con**D**itional text not in
 Show one conditional text tag
 Unconditional text

Generated Files

- **t**able **o**f **c**ontents⁶
- **i**nd**e**x (standard)⁶
- **l**ist **o**f **f**igures⁶
 tables⁶
 paragraphs⁶
 Paragraphs (alphabetical)⁶
 markers⁶
 Markers (alphabetical)⁶
 references⁶
- **i**nd**e**x **o**f **a**uthors⁶
 subjects⁶
 markers⁶
 references⁶

Focus in Window

- **F**i in **d**ocument
 find
 marker
 spelling
 paragraph designer
 character designer
 conditional text
 table designer
 custom **r**uling & shading
 hypertext

Navigation

Move to...

- **p** **f**irst page
 last page
 next page
 previous page

- **v** **p**age #

Move Insertion Point to...

- **b** next **w**ord start
 sentence start
 paragraph start
 first text column
 next text column

Book

- **f** **o**pen book
 Open all files in book
 add **f**ile
 generate/update
 rename file in book⁶
 book compare
 x delete from book
 New book
 print entire book⁶
 print selected **F**iles in book⁶
 Webworks standard edition⁶
- **V**iew files by **n**a**m**e⁶
 te**X**t of first para.⁶
- **m**ove file **u**p
 down

Select...

- **e** **A**ll **G**enerated files⁶
 Non-generated files⁶
 FrameMaker files⁶

In Selected Files in Book...

- **V** **b**orders **s**how
 hide
 text symbols **s**how
 hide
 rulers **s**how
 hide
 grid lines **s**how
 hide
 pub**l**isher borders **s**how
 hide *(Mac)*
 v graphics **s**how
 hide
 co**n**dition indicators **s**how
 hide

- **escape key**

^ **control**

⁶ FrameMaker 6.0
► applicable to selected files in book

Editing

- **e** **u**ndo
 cut **x**
 copy
 paste
 clear **b** *(into erase buffer)*
 select **a**ll
 find/change ►
 repeat last **F**ind ►
 Capitalization
 spelling checker ►
 Update references ►
 Suppress auto refer. update ►
 th**e**saurus
 Yank (retrieve) erase buffer
- **T** **r**eplace selection w/ thesaurus

Copy Special

- **e**y **p**aragraph format
 character format
 co**n**d**i**ditional text settings
 width of table column

Erase *(into erase buffer)*

- **k** **b**ackward to prev. word start
 backward to prev. sentence end
 forward to next word end
 forward to next **s**entence start

Spelling

- **e** **s**pelling checker ►
- **l** word **s**
 document
 page
 correct **w**ord
 add word to **d**oc. dictionary
 personal dict.
 auto **c**orrections
 x delete word fm. **p**ersonal dict.
 doc. dict.
 clear **a**uto corrections
 change **d**ictionaries ►
 options
 batch spell check ►
 mark all paras. for **r**echeck ►
 _ show word hyphenation
 Rehyphenate document ►

Special Chars.

Spaces

code in dialog box

- space **1** number space \s# *or* \#
 thin space \st *or* \i
 em space \sm *or* \M
 en space \sn *or* \N
 hard space ^space \space

Hyphens

- **_** **h**ard (no-break) hyphen \+
 Discretionary hyphen \-
■ **n** **s**uppress word hyphenation _

Common Special Chars.

forced return	Shift-Enter	\r
•	^q %	\b
†	^q space	\d
‡	^q `	\D
—	^q Q	\m
—	^q P	\=
™	^q *	\TM
®	^q (\xa8
©	^q)	\xa9
...	^q I	\e
¢	^q "	\xa2
£	^q #	\xa3
§	^q \$	\xa4
¶	^q &	\xa6
±	^q 1	\xb1
·	^q a	\xe1
"	■	\x22
'	^'	\x27
°	^q {	\xfb
¼	^q 9	\xb9
½	^q :	\xba
¾	^q =	\xbd

Diacritics

è	■`e	a e i o u grave
é	■'e	a e i o u acute
ê	■^e	a e i o u circumflex
ë	■e	a e i o u diaeresis
ñ	■~n	a n o tilde
â	■*a	a ring
ç	■,c	c cedilla
æ	^q >	
Æ	^q .	
Ø	^q /	
ß	^ q'	

Graphics

- **g** **g**roup
 ungroup
 align (dialog box)
 bring to **f**ront
 send to **b**ack
 distribute
 reshape
 smooth
 un**s**mooth
 flip **v**ertical
 horizontal
 res**i**ze
 set **u**number of sides
 object properties
 pick up **O**bject properties
 join curves
 gravity**y**
 snap
 overprint
 kee**p** tool
 Tools palette
 rot**a**te (dialog box)
 rotate: **_** 90° counter-clockwise
 + 90° clockwise
 Ø to natural
 1 to previous
 9 reset natural
 Run text around properties
 run text around: **w** contour
 w bounding box
 g off

Align...

- **i** **l**eft
 center
 right
 top
 middle
 bottom

Frames

- **m** shrink-wrap **a**nchor inline anchored frame
 enlarge anchored frame
- **r**e-shrink-**w**rap all inline **m**ath

Tools

- **1** **s**mart selection tool
 object selection tool
 line
 arc
 rectangle
 Rounded rectangle
 poly**l**ine
 polygon
 text**l**ine
 text **c**olumn
 ellipse
 freehand
 frame
 palette **w**
 1 last used tool

Increase...

- **+** **p**en pattern
 fill pattern
 line **w**idth
 dashed pattern

Decrease...

- **_** **p**en pattern
 fill pattern
 line **w**idth
 dashed pattern

Set First...

- **Ø** **p**en pattern (solid)
 fill pattern (solid)
 line **w**idth
 dashed pattern

Set Last...

- **9** **p**en pattern (none)
 fill pattern (none)
 line **w**idth
 dashed pattern

Dashed Lines

- **1** solid **d** pattern **s**
 dashed **d** pattern
 dashed line opt**i**ons

Select...

- **o** **F**irst drawn object
 next drawn object
 extend object selection