

# FrameMaker/Windows Standard Shortcuts

## Navigating

go to first page	<b>[Alt]-[PgUp]</b> or <b>[Shift]</b> and click previous page icon
go to last page	<b>[Alt]-[PgDn]</b> or <b>[Shift]</b> and click next page icon
go to page or to page containing insertion point	click the page status area or <b>[Ctrl]-[g]</b>
go to the source of a cross-reference	<b>[Alt]-[Ctrl]</b> and click cross-reference
open the source of an external cross-reference	<b>[Shift]-[Alt]-[Ctrl]</b> and click cross-reference
cycle between open documents	<b>[Ctrl]-[Tab]</b>

## Files

pressing **[Shift]** changes the following commands in the File menu to apply to ALL files

open all files in a book	<b>[Shift]</b> and choose open all files in book
save all files in a book	<b>[Shift]</b> and choose save all files in book
close all files in a book	<b>[Shift]</b> and choose close all files in book
save all open files	<b>[Shift]</b> and choose save all open files
close all open files	<b>[Shift]</b> and choose close all open files
open a MIF/MML file as a text file	press <b>[Ctrl]</b> and click Open in Open dialog box

## Tables

select a cell	<b>[Ctrl]</b> click the cell
select a row	<b>[Ctrl]</b> double-click column (vertical) border
select a column	<b>[Ctrl]</b> double-click row (horizontal) border
select current table	<b>[Ctrl]</b> triple-click a cell
extend or shorten selection in table	<b>[Shift]-[Ctrl]</b> click last cell
move to next cell and select its contents	<b>[Tab]</b>
move to previous cell and select its contents	<b>[Shift]-[Tab]</b>
move to cell below and select its contents	<b>[Alt]-[Ctrl]-[Tab]</b>
move to cell above and select its contents	<b>[Alt]-[Ctrl]-[Shift]-[Tab]</b>
type a tab character in a cell	<b>[Esc]-[Tab]</b>
add row below selected row	<b>[Ctrl]-[Enter]</b>
resize selected column	drag cell's handle
resize column without changing table's width	<b>[Shift]</b> and drag selected cell's handle

## Graphics

quick-copy a selected object	<b>[Alt]</b> and drag the object
move an object along vert. or horiz. axis	<b>[Shift]</b> and drag object
keep a tool active	<b>[Shift]</b> -click when selecting the tool
copy an object's properties to the tools palette	press <b>[Shift]</b> and choose pick-up object properties from the Graphics menu
constrain tools (line, arc, rectangle, oval etc.)	press <b>[Shift]</b> while using the tool
select additional objects	<b>[Shift]</b> -click the objects
deselect one object among many	<b>[Shift]</b> -click the object
select a text frame or text line as an object with the smart cursor	<b>[Ctrl]</b> -click the text frame or text line
resize a selected object proportionally	<b>[Shift]</b> and drag a corner handle
move (kern) an object 1pt (in 100% zoom)	<b>[Alt]</b> -arrow key
move (kern) an object 6 pts (in 100% zoom)	<b>[Alt]-[Shift]</b> -arrow key
move (kern) selection normal	<b>[Alt]-[Home]</b>

## Reshape **[Ctrl]-[F]**

add reshape handle to polyline, polygon, freehand	<b>[Ctrl]</b> -click object's border while in reshape
delete a reshape handle	<b>[Ctrl]</b> -click the handle
move the control point horizontally/vertically	<b>[Shift]</b> and drag the control point
change the curve on one side of reshape handle	drag the control point with the right mouse button

## Rotation

rotate an object arbitrarily	<b>[Alt]</b> and drag a corner or reshape handle
constrain rotation to 45°	<b>[Alt]-[Shift]</b> and drag a corner or reshape handle

## Quick Keys

to use quick keys: enter the quick key command, type the first characters of the tag (until FrameMaker recognizes it) and then press **[Enter]**

apply a paragraph format	<b>[F9]</b> or <b>[Ctrl]-[9]</b>
apply a character format to selected text	<b>[F8]</b> or <b>[Ctrl]-[8]</b>
insert a variable	<b>[Ctrl]-[0]</b> (zero)
apply a condition tag to selected text	<b>[Ctrl]-[4]</b>
remove a condition tag from selected text	<b>[Ctrl]-[5]</b>
make the selected text unconditional	<b>[Ctrl]-[6]</b>
print setup	<b>[Ctrl]-[Shift]-[p]</b>

## Text Editing

cut	Shift-Delete, Ctrl-X
copy	Ctrl-Insert, Ctrl-C
paste	Shift-Insert, Ctrl-V
paste special	Ctrl-Shift-V
paste (yank) delete buffer	Ctrl-Y
undo/redo	Ctrl-Z or Alt-Backspace
transpose characters	Ctrl-F9
make word lowercase	Alt-Ctrl-l ( <i>lowercase L</i> )
make word uppercase	Alt-Ctrl-u
make word initial caps	Alt-Ctrl-c

## Selecting...

a range	click at beginning of text, then Shift-click at end of text (to extend or shorten text selection, Shift-click at new beginning or end)
all in flow	Ctrl-A
a word	double-click it
a word, then next words	Ctrl-Shift-→
a word, then previous words	Ctrl-Shift-←
a sentence, then next sentences	Ctrl-Shift-End
a sentence, then previous sentences	Ctrl-Shift-Home
a line, then next lines	Shift-End
a line, then previous lines	Shift-Home
a paragraph	triple-click it
a paragraph, then next paragraphs	Ctrl-Shift-↓
a paragraph, then previous paragraphs	Ctrl-Shift-↑
next or previous character	Shift-→ or Shift-←
one line width of text, starting or ending at the insertion point	Shift-↓ or Shift-↑
to top of column	Shift-PgUp
to bottom of column	Shift-PgDn
to beginning or end of flow	Ctrl-Shift-PgUp or Ctrl-Shift-PgDn

## Moving the Insertion Point to...

beginning of a word	Ctrl-←
end of a word	Ctrl-→
beginning of a line	Home
end of a line	End
beginning of a sentence	Ctrl-Home
end of a sentence	Ctrl-End
beginning of a paragraph	Ctrl-↑
end of current paragraph	Ctrl-↓
top of a column	Ctrl-PgUp
bottom of a column	Ctrl-PgDn
beginning of a flow	Alt-Shift-PgUp
end of a flow	Alt-Shift-PgDn
beginning of text frame in current page	Ctrl-Shift-i

## Finding and Changing

find	Ctrl-f
search forward	Ctrl-Shift-f or Alt-Ctrl-s
search backward	Alt-Ctrl-f or Alt-Ctrl-r

## Deleting...

backward to end of previous word	Ctrl-Backspace
forward to the end of a word	Ctrl-Delete
backward to start of a line	Shift-Backspace
forward to end of a line	Ctrl-Shift-Delete

## Inserting Special Characters

nonbreaking space	Ctrl-Space
Em space	Ctrl-Shift-Space
En space	Alt-Ctrl-Space
discretionary hyphen	Ctrl-
forced return	Shift-Enter

## Formatting Characters

turn strikethrough on or off	Ctrl-/
turn small caps on or off	Ctrl-e