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**Q U I C K   R E F E R E N C E**

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# WELCOME TO FRAMEMAKER

Welcome to FrameMaker<sup>®</sup> document publishing software from Frame Technology<sup>®</sup> Corporation. You can use FrameMaker to create a wide range of publication-quality documents—books, technical manuals, letters, memos, reports, newsletters, and presentations.

## *Using this manual*

This manual contains useful information for users who are familiar with FrameMaker and who like to work quickly. The *Quick Reference* gives succinct steps for the most commonly used procedures and lists keyboard shortcuts for many of the tasks you normally perform using the mouse. Once you're accustomed to FrameMaker, you'll find these quick procedures and keyboard shortcuts help you work faster. This manual also lists the Frame<sup>®</sup> character sets and shows you how to type each character in the sets.

Because this manual is designed for intermediate to advanced FrameMaker users, it doesn't include basic procedures. All keyboard shortcuts are included except equation shortcuts, which you can find in online Help. (This manual also doesn't include any equation procedures. These are covered in *Using FrameMaker*.)

## *Command conventions*

This manual identifies commands on submenus by referring to both the submenu and the command name. For example, on the Format menu, the Column Layout command on the Page Layout submenu is referred to as Page Layout>Column Layout.

## *Keyboard conventions*

This manual refers to special keys as shown in the following table.

<b>This key</b>	<b>Means</b>
Arrow	The keys labeled ←, →, ↑, and ↓.
Esc	The key labeled Esc.
Control	The key labeled Control.
Shift	The key labeled Shift.
F2	The function key labeled F2. (If the instruction is to type the letter <i>F</i> followed by the number <i>2</i> , the characters are shown as <i>F 2</i> .) Your keyboard should have at least the function keys F1 to F8.
space	The space bar.
minus or hyphen	The key labeled with a hyphen (-).

## WELCOME TO FRAMEMAKER

This manual also refers to a key called Meta. The following table shows how the Meta key is labeled on keyboards from several manufacturers.

Keyboard	Meta key is labeled
Sun	With a diamond; Left and Right on older keyboards
Hewlett-Packard	Extend Char
IBM	Alt
DEC	Compose Character
Silicon Graphics	Alt

Depending on the configuration of your window manager, you might not be able to use all the Meta shortcuts. It is possible that your window manager is configured so that it executes some Meta shortcuts instead of passing them to FrameMaker.

This manual uses concise formulas for the key combinations you use for keyboard shortcuts. The following table explains the formulas.

Shortcut	Explanation
Control-e	Hold down Control and press the lowercase letter e.
Shiff-Control-hyphen	Hold down Shift and Control and press the hyphen key.
Esc v B	Press and release the Esc key, and then type the lowercase letter v and the uppercase letter B in succession.
Control-q d	Hold down Control and press the lowercase letter q. Release, and then press the lowercase letter d.

When several shortcuts accomplish the same action, the shortcuts appear in this manual separated by commas.

This manual uses Esc as the default command prefix. You can also use Control-r as the command prefix. Your system administrator can tell you if your platform is configured for a different command prefix. The shortcuts displayed on menus use an exclamation point (!) to indicate Esc.

This manual also uses the following terms for mouse actions. Use the left mouse button unless instructed otherwise.

Instruction	Action
Click	Click the mouse button.
Middle-click	Click the middle button of a three-button mouse, or simultaneously click both buttons of a two-button mouse.
Double-click	Click the mouse button twice rapidly without moving the mouse.
Triple-click	Click the mouse button three times rapidly without moving the mouse.
Shift-click	Hold down Shift and click the mouse button.



## PROCEDURES

### *Quick directions for some important FrameMaker tasks*

For a full list of actions you can perform with keyboard shortcuts, see Chapter 2, “Keyboard Shortcuts.”

#### Working with text

##### Selecting text

To	Do this
Select a range	<ol style="list-style-type: none"> <li>1 Click at the beginning of the text to start selecting.</li> <li>2 Shift-click at the end of the text to stop selecting.</li> </ol>
Extend or shorten a selection	<ul style="list-style-type: none"> <li>■ Shift-click at the new beginning or new end of the selection.</li> </ul>

##### Editing text

To	Do this
Quick-copy text	<ol style="list-style-type: none"> <li>1 Select the text.</li> <li>2 Middle-click where you want to paste the text.</li> </ol>

#### Interpreting text symbols

Symbol	Meaning
¶	End of paragraph
§	End of flow
>	Tab
⌞	Anchor for anchored frame or table
⌠	Marker
<	Forced line return
	Manual equation alignment point
␣	Nonbreaking space
—	Suppressed hyphenation
⎯	Discretionary hyphen

## PROCEDURES

### Formatting text

#### Applying paragraph formats

To	Do this
Apply a paragraph format by using the keyboard	<ol style="list-style-type: none"><li>1 Click in the paragraph.</li><li>2 Press Control-9.</li><li>3 Start typing the tag until it appears in the Tag area of the status bar (type lowercase letters to search forward or uppercase to search backward), or use the arrow keys to step through the tags alphabetically.</li><li>4 Press Return.</li></ol>

#### Creating paragraph formats

To	Do this
Create a paragraph format	<ol style="list-style-type: none"><li>1 Click in a paragraph with a format similar to the one you want to create.</li><li>2 Define the properties of the new format in the Paragraph Designer.</li><li>3 Choose New Format from the Commands pop-up menu.</li><li>4 Type the tag and turn on Store in Catalog.</li><li>5 Click Create.</li></ol>

To	Do this
Create a numbered list	<ol style="list-style-type: none"><li>1 Click in a paragraph to assign the number 1 (one).</li><li>2 In the Numbering properties of the Paragraph Designer, place the <code>&lt;n=1&gt;</code> and tab (<code>\t</code>) building blocks in the text box, and click Apply.</li><li>3 Define the tab stop in the Basic properties.</li><li>4 Click in the next paragraph to assign an incremental number.</li><li>5 In the Numbering properties of the Paragraph Designer, place the <code>&lt;n+&gt;</code> and tab building blocks in the text box, and click Apply.</li><li>6 Define the tab stop in the Basic properties.</li></ol>
Create a bulleted list	<ol style="list-style-type: none"><li>1 Click in the paragraph you want to make a bulleted item in a list.</li><li>2 In the Numbering properties of the Paragraph Designer, place the bullet (<code>\b</code>) and tab (<code>\t</code>) building blocks in the text box.</li><li>3 Define the tab stop in the Basic properties.</li></ol>
Define a side-head area	<ol style="list-style-type: none"><li>1 Click in the flow for which you want to define a side-head area.</li><li>2 Choose Page Layout&gt;Column Layout from the Format menu.</li><li>3 Turn on Room for Side Heads.</li><li>4 Specify the width of the side-head area, the gap between the side-head area and the text column area, and the side of the page on which to place side heads.</li><li>5 Click Update Entire Flow.</li></ol>



To	Do this
Create a side head	<ol style="list-style-type: none"> <li>1 Click in the paragraph you want to make a side head.</li> <li>2 In the Pagination properties of the Paragraph Designer, click Side Head and choose an option from the Side Head Alignment pop-up menu.</li> <li>3 Click Apply To Selection or Update All.</li> </ol>
Create a run-in head	<ol style="list-style-type: none"> <li>1 Click in the paragraph you want to make a run-in head.</li> <li>2 In the Pagination properties of the Paragraph Designer, click Run-In Head and type the punctuation.</li> <li>3 Change the default font of the paragraph so that it stands out from the surrounding text.</li> <li>4 Click Apply To Selection or Update All.</li> </ol>
Create a heading that straddles columns	<ol style="list-style-type: none"> <li>1 Click in the paragraph you want to straddle across columns.</li> <li>2 In the Pagination properties of the Paragraph Designer, click either Across All Columns or Across All Columns and Side Heads.</li> <li>3 Click Apply To Selection or Update All.</li> </ol>

### Changing paragraph formats

To	Do this
Change a paragraph format	<ol style="list-style-type: none"> <li>1 Click in a paragraph with the format you want to change.</li> <li>2 Display the Paragraph Designer and modify the properties.</li> <li>3 Click Update All.</li> </ol>

To	Do this
Apply a group of properties to another paragraph format	<ol style="list-style-type: none"> <li>1 Click in a paragraph with the properties you want to copy.</li> <li>2 In the Paragraph Designer, remove the name of the format from the Paragraph Tag text box.</li> <li>3 Display the group of properties you want to copy.</li> <li>4 Choose Global Update Options from the Commands pop-up menu.</li> <li>5 Turn on the current property group in the Use Properties area.</li> <li>6 Choose the format to update from the All Tagged pop-up menu.</li> <li>7 Click Update.</li> </ol>
Rename a paragraph format	<ol style="list-style-type: none"> <li>1 In the Paragraph Designer, choose the format with the name you want to change from the Tag pop-up menu.</li> <li>2 Type a new name.</li> <li>3 Click Update All and then click OK.</li> </ol>
Delete a paragraph format	<ol style="list-style-type: none"> <li>1 In the Paragraph Designer, choose Delete Format from the Commands pop-up menu.</li> <li>2 Select the format you want to delete, click Delete, and then click Done.</li> </ol>

### Using character formats

To	Do this
Apply a character format by using the keyboard	<ol style="list-style-type: none"> <li>1 Select the text you want to format.</li> <li>2 Press Control-8.</li> <li>3 Start typing the tag until it appears in the Tag area of the status bar (type lowercase letters to search forward or uppercase to search backward), or use the arrow keys to step through the tags alphabetically.</li> <li>4 Press Return.</li> </ol>

## PROCEDURES

To	Do this
Create a character format	<ol style="list-style-type: none"><li>1 Click in any text.</li><li>2 In the Character Designer, choose Set Window to As Is from the Commands pop-up menu.</li><li>3 Change only the properties you want to include in the character format.</li><li>4 Choose New Format from the Commands pop-up menu.</li><li>5 Type the tag and turn on Store in Catalog.</li><li>6 Click Create.</li></ol>
Change a character format	<ol style="list-style-type: none"><li>1 Choose the format you want to change from the Tag pop-up menu in the Character Designer.</li><li>2 Change the properties.</li><li>3 Click Update All.</li></ol>
Change some properties of some or all character formats	<ol style="list-style-type: none"><li>1 To update properties of some character formats, select text that contains the formats to update. To update all character formats or just one, skip this step.</li><li>2 In the Character Designer, choose Set Window to As Is from the Commands pop-up menu.</li><li>3 Set the properties you want to update.</li><li>4 Choose Global Update Options from the Commands pop-up menu.</li><li>5 Choose the formats to which you want to copy the properties.</li><li>6 Click Update.</li></ol>
Rename a character format	<ol style="list-style-type: none"><li>1 In the Character Designer, choose the format with the name you want to change from the Character Tag pop-up menu.</li><li>2 Type a new name.</li><li>3 Click Update All and then click OK.</li></ol>

To	Do this
Delete a character format	<ol style="list-style-type: none"><li>1 In the Character Designer, choose Delete Format from the Commands pop-up menu.</li><li>2 Select the format to delete, click Delete, and then click Done.</li></ol>

## Working with tables

### Working with rows, columns, and cells

To	Do this
Add a row while you type	<ol style="list-style-type: none"><li>1 Click in the row above where you want the new row.</li><li>2 Press Control-Return.</li></ol>
Move a row to the top of the next text column or next page	<ol style="list-style-type: none"><li>1 Select the row.</li><li>2 Choose Row Format from the Table menu.</li><li>3 Choose Top of Column or Top of Page from the Start Row pop-up menu and click Set.</li></ol>
Keep rows together in a text column or on a page	<ol style="list-style-type: none"><li>1 Select the row you want to keep with the next or previous row.</li><li>2 Choose Row Format from the Table menu.</li><li>3 Turn on a Keep With setting and click Set.</li></ol>
Resize a column without changing the width of a table	<ol style="list-style-type: none"><li>1 Select a column (other than the rightmost).</li><li>2 Press Shift and drag a handle to resize the column.</li></ol>
Include the word ( <i>Continued</i> ) in the title of multipage tables	<ol style="list-style-type: none"><li>1 Click in the title on the first page of the table.</li><li>2 Choose Variable from the Special menu.</li><li>3 Select the Table Continuation variable and click Insert.</li></ol>



To	Do this
Straddle cells across other cells	<ol style="list-style-type: none"> <li>1 Select the cells.</li> <li>2 Choose Straddle from the Table menu.</li> </ol>
Rotate a cell	<ol style="list-style-type: none"> <li>1 Select the cell.</li> <li>2 Choose Rotate from the Graphics menu.</li> <li>3 Choose a rotation angle and click Rotate.</li> </ol>

## Formatting tables

### Creating or changing table formats

To	Do this
Create a table format	<ol style="list-style-type: none"> <li>1 Click in a table with a format similar to the one you want to create.</li> <li>2 Use the Table Designer to modify any of the table's properties.</li> <li>3 Choose New Format from the Commands pop-up menu in the Table Designer.</li> <li>4 Type a name and turn on Store in Catalog.</li> <li>5 To apply the changes to the current table, turn on Apply To Selection.</li> <li>6 Click Create.</li> <li>7 Use the Paragraph Designer to create paragraph formats for the text within the table.</li> </ol>
Change a table format	<ol style="list-style-type: none"> <li>1 Click in the table with the format you want to change.</li> <li>2 In the Table Designer, change the table's properties.</li> <li>3 Click Update All.</li> </ol>

To	Do this
Rename a table format	<ol style="list-style-type: none"> <li>1 In the Table Designer, choose from the Tag pop-up menu the format with the name you want to change.</li> <li>2 Type a new name.</li> <li>3 Click Update All and then click OK.</li> </ol>
Apply a group of properties to a table format	<ol style="list-style-type: none"> <li>1 Click in a table.</li> <li>2 Display a group of properties in the Table Designer and remove the tag from the Table Tag text box.</li> <li>3 Choose Global Update Options from the Commands pop-up menu.</li> <li>4 Turn on the current property group in the Use Properties area.</li> <li>5 Choose the table format to update from the All Tagged pop-up menu.</li> <li>6 Click Update.</li> </ol>
Set default properties that apply to new tables with a particular format	<ol style="list-style-type: none"> <li>1 Click in a table with the format for which you want to set the default properties.</li> <li>2 Adjust the number of rows and columns in the table and resize the columns.</li> <li>3 Change any paragraph formats used in the table. FrameMaker looks at the paragraph format of the first paragraph in the table title and the paragraph format of the topmost paragraph in the heading, body, and footing cell of each column.</li> <li>4 Store all changes in the Table Catalog, and store changes to paragraph formats in the Paragraph Catalog.</li> </ol>
Delete a table format	<ol style="list-style-type: none"> <li>1 Choose Delete Format from the Commands pop-up menu in the Table Designer.</li> <li>2 Select the format, click Delete, and then click Done.</li> </ol>

## PROCEDURES

### Ruling and shading tables

To	Do this
Specify default ruling or shading	<ol style="list-style-type: none"><li>1 Click in the table.</li><li>2 In the Table Designer, choose Ruling or Shading from the Properties pop-up menu.</li><li>3 Set the properties and apply the changes.</li></ol>
Apply ruling to some cells	<ol style="list-style-type: none"><li>1 Select the cells.</li><li>2 Choose Custom Ruling &amp; Shading from the Table menu.</li><li>3 Choose an option from the Apply Ruling Style scroll list.</li><li>4 Specify the cell edges and borders to rule in the To Selection area.</li><li>5 Click Apply.</li></ol>
Shade some cells	<ol style="list-style-type: none"><li>1 Select the cells.</li><li>2 Choose Custom Ruling &amp; Shading from the Table menu.</li><li>3 Choose an option from the Fill pop-up menu.</li><li>4 If necessary, choose a color from the Color pop-up menu.</li><li>5 Click Apply.</li></ol>
Remove custom ruling or shading	<ol style="list-style-type: none"><li>1 Select the cells.</li><li>2 Choose Custom Ruling &amp; Shading from the Table menu.</li><li>3 Choose From Table in the Apply Ruling Style scroll list, the Fill pop-up menu, or the Color pop-up menu.</li><li>4 Click Apply.</li></ol>

### Aligning text and graphics in a table

To	Do this
Specify default cell margins	<ol style="list-style-type: none"><li>1 Click in the table.</li><li>2 In the Basic properties of the Table Designer, type values for the top, bottom, left, and right margins in the Default Cell Margins area.</li><li>3 Click Apply To Selection or Update All.</li></ol>
Customize cell margins	<ol style="list-style-type: none"><li>1 Click in a cell or select multiple cells.</li><li>2 In the Paragraph Designer, choose Table Cell from the Properties pop-up menu.</li><li>3 Adjust the cell margins and then click Apply To Selection.</li></ol>
Specify the vertical alignment of cell contents	<ol style="list-style-type: none"><li>1 Click in a cell or select multiple cells.</li><li>2 In the Paragraph Designer, choose Table Cell from the Properties pop-up menu.</li><li>3 Choose an option from the Cell Vertical Alignment pop-up menu and then click Apply To Selection or Update All.</li></ol>
Center a graphic in a cell	<ol style="list-style-type: none"><li>1 Click in an empty paragraph in a table cell.</li><li>2 In the Basic properties of the Paragraph Designer, choose Center from the Alignment pop-up menu and turn off Fixed in the Line Spacing area.</li><li>3 In the Table Cell properties of the Paragraph Designer, choose Middle from the Cell Vertical Alignment pop-up menu.</li><li>4 Create an anchored frame and anchor it at the insertion point.</li><li>5 If necessary, increase the width of the column for the anchored frame.</li><li>6 Put the graphic in the frame and resize the frame.</li><li>7 Use the Align command to center the graphic horizontally and vertically in the frame.</li></ol>

## Searching

### Finding and changing text

To	Do this
Find text with a specific character format and change its format	<ol style="list-style-type: none"> <li>1 Click in text with a character format similar to the format for which you're searching.</li> <li>2 Choose Find/Change from the Edit menu.</li> <li>3 Choose Character Format from the Find pop-up menu.</li> <li>4 Change the settings to represent the text for which you're searching and click Set.</li> <li>5 In the Find/Change window, choose To Character Format from the Change pop-up menu.</li> <li>6 Change the settings to match the character format you want to apply and click Set.</li> <li>7 In the Find/Change window, click Find.</li> <li>8 When FrameMaker finds the text, click Change.</li> </ol>
Find text and replace it with a variable	<ol style="list-style-type: none"> <li>1 Place the variable on the Clipboard by inserting the variable in the document and then copying the variable.</li> <li>2 In the Find/Change window, choose Text from the Find pop-up menu and type the text to search for in the Find text box.</li> <li>3 Choose By Pasting from the Change pop-up menu and click Find.</li> <li>4 When FrameMaker finds the text, click Change.</li> </ol>

To	Do this
Find text with a certain condition tag	<ol style="list-style-type: none"> <li>1 Display the conditional text that includes the text you want to find.</li> <li>2 In the Find/Change window, choose Conditional Text from the Find pop-up menu.</li> <li>3 Move the condition tags of the text to find to the In list and click Set.</li> <li>4 Click Find.</li> </ol>
Find text and remove it	<ol style="list-style-type: none"> <li>1 In the Find/Change window, choose Text from the Find pop-up menu and type the text to search for in the Find text box.</li> <li>2 Choose To Text from the Change pop-up menu.</li> <li>3 Delete any text in the Change text box and click Find.</li> <li>4 When FrameMaker finds the text, click Change.</li> </ol>

### Finding text by using wildcards

To use wildcards in a search, turn on Use Wildcards in the Find/Change window before beginning the search.

To find	Type
Zero or more characters, excluding spaces and punctuation	*
One or more spaces and punctuation characters	(vertical bar)
Any single character, excluding spaces and punctuation	?
The beginning of a line	^
The end of a line	\$

## PROCEDURES

To find	Type
Any one of the characters in the square brackets	[ab]
Any character other than the characters following the caret symbol (^) in the square brackets	[^ab]
Any one character in a range enclosed in square brackets	[a–f]

### Finding and changing special characters

To find	Type
` (grave)	\`
Tab symbol	\t
Forced return	\r
End-of-paragraph symbol	\p
Start of paragraph	\P
Nonbreaking space	\ (space)
Thin space	\i, \st
En space	\N, \sn
Em space	\M, \sm
Numeric space	\#, \s#
\ (backslash)	\\
Character that functions as a wildcard if Use Wildcards is on	\character
Discretionary hyphen	\- (hyphen)

To find	Type
Nonbreaking hyphen	Meta-hyphen
Suppress hyphenation character	\_ (underscore)
End-of-flow symbol <sup>†</sup>	\f
Start of word <sup>†</sup>	\<
End of word <sup>†</sup>	\>

*†. You can't change the end-of-flow symbol or the start or end of a word.*

### Spell-checking

To	Do this
Spell-check only the current page	<ol style="list-style-type: none"><li>1 Click in the page.</li><li>2 Choose Spelling Checker from the Edit menu.</li><li>3 Turn on Current Page and click Start Checking.</li></ol>
Spell-check only selected text (or a word containing the insertion point)	<ol style="list-style-type: none"><li>1 Select the text.</li><li>2 Choose Spelling Checker from the Edit menu.</li><li>3 Hold down Shift and click Start Checking.</li></ol>

### Using the Thesaurus

To	Do this
Look up a word	<ol style="list-style-type: none"><li>1 Choose Thesaurus from the Edit menu.</li><li>2 Type the word to look up and click Look Up.</li></ol>
Replace a word in your document with a bold word in the Thesaurus window	<ol style="list-style-type: none"><li>1 Select a word in the document to replace.</li><li>2 Choose Thesaurus from the Edit menu.</li><li>3 Control-click a bold word and click Replace.</li></ol>



## Using cross-references

To	Do this
Insert a cross-reference	<ol style="list-style-type: none"> <li>1 If necessary, open the document that contains the source of the cross-reference.</li> <li>2 In the document in which you want the cross-reference, click where the cross-reference should appear.</li> <li>3 Choose Cross-Reference from the Special menu.</li> <li>4 Choose the source document from the Document pop-up menu.</li> <li>5 Choose the type of cross-reference from the Source Type pop-up menu.</li> <li>6 Select the tag or the marker from Paragraph Tags scroll list or the Marker Types scroll list.</li> <li>7 Select the text of the paragraph or marker you're cross-referencing from the Source Text scroll list.</li> <li>8 Choose a format from the Format pop-up menu.</li> <li>9 Click Insert.</li> </ol>
Create a cross-reference format	<ol style="list-style-type: none"> <li>1 Choose Cross-Reference from the Special menu.</li> <li>2 Click Edit Format.</li> <li>3 Name and define the format.</li> <li>4 Click Add and then Done.</li> </ol>
Resolve an unresolved cross-reference when a marker is moved	<ol style="list-style-type: none"> <li>1 Choose Update References from the Edit menu.</li> <li>2 Choose Update Unresolved Cross-References from the Commands pop-up menu.</li> <li>3 Select the file that formerly contained the source of the unresolved cross-reference and specify the file that now contains the source.</li> <li>4 Click Update and then click Done.</li> </ol>

To	Do this
Resolve an unresolved cross-reference when a marker is deleted	<ol style="list-style-type: none"> <li>1 Update cross-references in the document.</li> <li>2 Choose Find/Change from the Edit menu.</li> <li>3 Choose Unresolved Cross-Reference from the Find pop-up menu and click Find.</li> <li>4 Double-click the unresolved cross-reference that FrameMaker finds.</li> <li>5 In the Cross-Reference dialog box, specify a different source and click Replace.</li> </ol>
Go to the source of a cross-reference	<ul style="list-style-type: none"> <li>■ Control-right-click an active area.</li> </ul>

## Using footnotes

To	Do this
Insert a footnote	<ol style="list-style-type: none"> <li>1 Click where you want the footnote reference in text.</li> <li>2 Choose Footnote from the Special menu.</li> <li>3 Type the text of the footnote.</li> </ol>
Edit a footnote	<ul style="list-style-type: none"> <li>■ Click in the footnote and edit the text.</li> </ul>
Delete a footnote	<ol style="list-style-type: none"> <li>1 Select the footnote reference.</li> <li>2 Press Delete.</li> </ol>
Change a footnote property	<ol style="list-style-type: none"> <li>1 Click in a text frame or a table cell.</li> <li>2 Choose Document&gt;Footnote Properties from the Format menu.</li> <li>3 Change the properties.</li> <li>4 Click Set.</li> </ol>

## PROCEDURES

### Using variables in place of text

To	Do this
Insert a variable	<ol style="list-style-type: none"><li>1 Click where you want the variable.</li><li>2 Choose Variable from the Special menu.</li><li>3 Select a variable from the scroll list.</li><li>4 Click Insert.</li></ol>
Insert a variable by using the keyboard	<ol style="list-style-type: none"><li>1 Click where you want the variable.</li><li>2 Press Control-0 (zero).</li><li>3 Start typing the variable name until it appears in the Tag area (type lowercase letters to search forward, or uppercase to search backward), or use the arrow keys to step through the variables alphabetically.</li><li>4 Press Return.</li></ol>
Create a user variable	<ol style="list-style-type: none"><li>1 Choose Variable from the Special menu.</li><li>2 Click Create Variable.</li><li>3 Type the name and definition of the variable.</li><li>4 Click Add and then click Done.</li></ol>
Change the name or definition of a user variable	<ol style="list-style-type: none"><li>1 Choose Variable from the Special menu.</li><li>2 Select the user variable and click Edit Definition.</li><li>3 Change the name or definition.</li><li>4 Click Change and then click Done.</li></ol>
Change the definition of a system variable	<ol style="list-style-type: none"><li>1 Choose Variable from the Special menu.</li><li>2 Select the system variable and click Edit Definition.</li><li>3 Change the definition of the variable.</li><li>4 Click Edit.</li></ol>

### Drawing and editing objects

#### Using the Tools palette

These instructions assume that you're using the small Tools palette.

To	Do this
Keep a tool active	■ Shift-click when selecting the tool.
Change line width settings	<ol style="list-style-type: none"><li>1 Choose Set from the Line Widths pop-up menu on the Tools palette.</li><li>2 Type the line widths and click Set.</li></ol>
Change line end settings	<ol style="list-style-type: none"><li>1 Choose Set from the Line Ends pop-up menu on the Tools palette.</li><li>2 Choose one of the preset arrow or line cap styles and click Set.</li></ol>
Change dashed line setting	<ol style="list-style-type: none"><li>1 Choose Set from the Line Styles pop-up menu on the Tools palette.</li><li>2 Choose one of the dashed line patterns and click Set.</li></ol>
Copy an object's properties to the Tools palette	<ol style="list-style-type: none"><li>1 Select the object.</li><li>2 Press Shift and choose Pick up Object Properties from the Graphics menu.</li></ol>

#### Constraining drawing tools

Constrain a tool by holding down the Shift key while using it.

To draw	Press Shift while using this tool
Straight horizontal or vertical line or a line at a 45° angle	Line
Circular arc	Arc
Square	Rectangle
Rounded square	Rounded Rectangle

To draw	Press Shift while using this tool
Horizontal, vertical, or 45° angle segments	Polyline or Polygon
Circle	Oval

### Selecting objects

To	Do this
Select an object	<ul style="list-style-type: none"> <li>Click the object's border or anywhere in a filled object.</li> </ul>
Select additional objects	<ul style="list-style-type: none"> <li>Shift-click the objects.</li> </ul>
Force the selection border to appear (when dragging from outside all objects is not possible)	<ul style="list-style-type: none"> <li>Press Shift-Control and drag diagonally.</li> </ul>
Select several objects at once	<ul style="list-style-type: none"> <li>Drag the selection border around the objects.</li> </ul>
Select all objects in a frame	<ol style="list-style-type: none"> <li>Select the frame or any object in it.</li> <li>Choose Select All in Frame from the Edit menu.</li> </ol>
Select all objects on the current page	<ol style="list-style-type: none"> <li>Click outside any objects or text frames on the page.</li> <li>Choose Select All on Page from the Edit menu.</li> </ol>
Deselect one object among several selected objects	<ul style="list-style-type: none"> <li>Shift-click the object to deselect.</li> </ul>
Select a text frame or text line as an object with the Smart Selection tool	<ul style="list-style-type: none"> <li>Control-click the text frame or text line.</li> </ul>

### Moving objects

To	Do this
Constrain an object's movement either horizontally or vertically	<ul style="list-style-type: none"> <li>Shift-drag the object's border.</li> </ul>
Move an object by using the arrow keys	<ol style="list-style-type: none"> <li>Select the object.</li> <li>Press Control-arrow key to move 1 point or Control-Shift-arrow key to move 6 points (based on a zoom setting of 100%).</li> </ol>
Rotate an object by dragging	<ol style="list-style-type: none"> <li>Select the object.</li> <li>Hold down Control and drag a handle with the right mouse button or hold down Meta and drag a corner or reshape handle.</li> </ol>
Specify an object's position on a page or in a frame	<ol style="list-style-type: none"> <li>Select the object.</li> <li>Choose Object Properties from the Graphics menu.</li> <li>Enter the offset and click Set.</li> </ol>
Make a quick-copy of an object	<ol style="list-style-type: none"> <li>Select the object.</li> <li>Point on the object (not a handle), hold down Control, and drag the object by using the middle mouse button.</li> </ol>

### Aligning objects

To	Do this
Center an object on a page or in a frame	<ol style="list-style-type: none"> <li>Select the object.</li> <li>Choose Align from the Graphics menu.</li> <li>Turn on T/B Centers and L/R Centers.</li> <li>Click Align.</li> </ol>

## PROCEDURES

### Resizing and reshaping objects

To	Do this
Resize an object proportionally	<ol style="list-style-type: none"><li>1 Select the object.</li><li>2 Press Shift and drag a corner handle.</li></ol>
Resize an object by specifying dimensions or a percentage of its current size	<ol style="list-style-type: none"><li>1 Select the object.</li><li>2 Choose Scale from the Graphics menu.</li><li>3 Enter the dimensions or percentage and click Scale.</li></ol>
Change a square or circle to a regular polygon (equal sides and equal angles)	<ol style="list-style-type: none"><li>1 Select the object.</li><li>2 Choose Set # Sides from the Graphics menu.</li><li>3 Enter the number of sides and the angle to use.</li><li>4 Click Set.</li></ol>
Reshape a polyline, a polygon, a freehand curve, or an arc	<ol style="list-style-type: none"><li>1 Select the object.</li><li>2 Choose Reshape from the Graphics menu.</li><li>3 Drag a handle.</li></ol>
Add a reshape handle to a polyline, polygon, or freehand curve	<ol style="list-style-type: none"><li>1 Select the object.</li><li>2 Choose Reshape from the Graphics menu.</li><li>3 Middle-click the border of the object.</li></ol>
Delete a reshape handle	<ul style="list-style-type: none"><li>■ Middle-click the handle.</li></ul>

### Running text around a graphic on a page

To	Do this
Run text around an unanchored frame or around a graphic that is placed directly on a page	<ol style="list-style-type: none"><li>1 Select the unanchored frame or the graphic.</li><li>2 Choose Runaround Properties from the Graphics menu.</li><li>3 Specify a runaround method and the gap between the frame or graphic and the text.</li><li>4 Click Set.</li></ol>

### Anchoring frames and importing graphics

#### Anchoring frames

To	Do this
Place an anchored frame below the current line or at the top or bottom of a column	<ol style="list-style-type: none"><li>1 Click in a column where you want the anchored frame.</li><li>2 Choose Anchored Frame from the Special menu.</li><li>3 Choose an anchoring position and alignment.</li><li>4 Specify whether the anchored frame is cropped and whether it is floating.</li><li>5 Specify a frame size and click New Frame.</li></ol>
Place an anchored frame at the insertion point	<ol style="list-style-type: none"><li>1 Click in a column where you want the anchored frame.</li><li>2 Choose Anchored Frame from the Special menu.</li><li>3 Choose At Insertion Point from the Anchoring Position pop-up menu and specify the distance above the baseline.</li><li>4 Specify a frame size and click New Frame.</li></ol>
Place an anchored frame at the top of a paragraph with text running around it	<ol style="list-style-type: none"><li>1 Click in the paragraph where you want the anchored frame.</li><li>2 Choose Anchored Frame from the Special menu.</li><li>3 Choose Run into Paragraph from the Anchoring Position pop-up menu and choose an alignment.</li><li>4 Specify the gap between the anchored frame and the text that runs around it.</li><li>5 Specify a frame size and click New Frame.</li></ol>

To	Do this
Place an anchored frame in a margin	<ol style="list-style-type: none"> <li>1 Click in a column next to where you want the anchored frame to appear in the margin.</li> <li>2 Choose Anchored Frame from the Special menu.</li> <li>3 Choose Outside Column or Outside Text Frame from the pop-up menu.</li> <li>4 Choose the side of the column or text frame where you want to place the anchored frame.</li> <li>5 Specify the distance above the baseline and from the column or text frame.</li> <li>6 Specify a frame size and click New Frame.</li> </ol>
Copy and paste an anchored frame	<ol style="list-style-type: none"> <li>1 Click the frame border to select the frame.</li> <li>2 Choose Copy from the Edit menu.</li> <li>3 Place the insertion point where you want to place a copy of the anchored frame.</li> <li>4 Choose Paste from the Edit menu.</li> </ol>
Shrinkwrap an anchored frame and position it at the insertion point	<ol style="list-style-type: none"> <li>1 Select the frame.</li> <li>2 Press Esc m p.</li> </ol>

### Importing graphics

To	Do this
Import a graphic in an anchored frame	<ol style="list-style-type: none"> <li>1 Click in a text frame where you want the anchored frame.</li> <li>2 Choose Import&gt;File from the File menu.</li> <li>3 Choose the graphic file to import and the import method.</li> <li>4 Click Import.</li> <li>5 If prompted, specify the bitmap scale.</li> <li>6 Click Set.</li> </ol>

To	Do this
Change the bitmap scale of a graphic	<ol style="list-style-type: none"> <li>1 Select the bitmap graphic and choose Object Properties from the Graphics menu.</li> <li>2 Click Set dpi, and specify a new dots-per-inch value in the Imported Graphic Scaling dialog box.</li> <li>3 Click Set.</li> </ol>
Display the pathname of a graphic imported by reference	<ol style="list-style-type: none"> <li>1 Select the graphic.</li> <li>2 Choose Import&gt;File from the File menu.</li> <li>3 Look for the path in the dialog box.</li> <li>4 Click Cancel.</li> </ol>
Capture an image	<ol style="list-style-type: none"> <li>1 Position the image to capture so that no other objects touch it.</li> <li>2 Choose Utilities&gt;Capture from the File menu.</li> <li>3 Specify the pathname for the bitmap and click Capture.</li> <li>4 Position the drawing cross at one corner of the image and drag it across the image.</li> <li>5 Click Continue.</li> </ol>

### Using color

To define	Do this
A new color	<ol style="list-style-type: none"> <li>1 Choose Color&gt;Definitions from the View menu.</li> <li>2 Click New Color in the Colors scroll list.</li> <li>3 Specify a name and values for the new color.</li> <li>4 Click Set and then Done.</li> </ol>
The color of text in a paragraph format	<ol style="list-style-type: none"> <li>1 Click in a paragraph with the paragraph format to change.</li> <li>2 In the Paragraph Designer, display the Default Font properties.</li> <li>3 Choose a color from the Color pop-up menu.</li> <li>4 Click Apply To Selection or Update All.</li> </ol>

## PROCEDURES

To define	Do this
The color of text in a character format	<ol style="list-style-type: none"><li>1 Click in some text with the character format to change.</li><li>2 In the Character Designer, choose a color from the Color pop-up menu.</li><li>3 Click Apply To Selection or Update All.</li></ol>
To assign color to	Use
Paragraphs	A format from the Paragraph Catalog with the desired color
Characters or words in a paragraph	A format from the Character Catalog with the desired color
Text lines	A format from the Character Catalog, the Color pop-up menu in the Tools palette, or the Color pop-up menu in the Object Properties dialog box
Objects or imported graphics	The Color pop-up menu in the Tools palette or the Color pop-up menu in the Object Properties dialog box
Text in a table	A format with the desired color from the Paragraph Catalog or Character Catalog
Cells in a table	The Color pop-up menu in the Custom Ruling and Shading dialog box
Every 2nd, 3rd, 4th, ... row or column	The Color and Fill pop-up menus in the Shading properties of the Table Designer
Change bars	The Color pop-up menu in the Change Bar Properties dialog box

## Designing documents

### Changing the basic page layout

To	Do this
Set the page size	<ol style="list-style-type: none"><li>1 Choose Page Layout&gt;Page Size from the Format menu.</li><li>2 Specify the page size and click Set.</li></ol>
Make a document double-sided	<ol style="list-style-type: none"><li>1 Choose Page Layout&gt;Page Size from the Format menu.</li><li>2 Turn on Double-Sided and click Set.</li></ol>
Set margins	<ol style="list-style-type: none"><li>1 Choose Page Layout&gt;Column Layout from the Format menu.</li><li>2 Specify the margins and click Update Entire Flow.</li></ol>
Specify the number of columns for a flow	<ol style="list-style-type: none"><li>1 Choose Page Layout&gt;Column Layout from the Format menu.</li><li>2 Enter the number of columns and the gap between columns.</li><li>3 Click Update Entire Flow.</li></ol>
Add a header or footer	<ol style="list-style-type: none"><li>1 Display a master page.</li><li>2 Click in the header or footer text frame.</li><li>3 Type the text or choose one of the commands from the Headers &amp; Footers submenu on the Format menu.</li></ol>
Add page numbers	<ol style="list-style-type: none"><li>1 Display a master page.</li><li>2 Click in the header or footer where you want the page number to appear.</li><li>3 Choose Headers &amp; Footers&gt;Insert Page # from the Format menu.</li></ol>



### Customizing the page layout

To	Do this
Apply a master page to a body page	<ol style="list-style-type: none"> <li>1 Display a body page.</li> <li>2 Choose Page Layout&gt;Master Page Usage from the Format menu.</li> <li>3 Choose the master page to use and the pages to which to apply the master page.</li> <li>4 Click Apply.</li> </ol>
Change the number of columns on a single page	<ol style="list-style-type: none"> <li>1 Select the text frame with columns you want to change.</li> <li>2 Choose Customize Layout&gt;Customize Text Frame from the Format menu.</li> <li>3 Specify the number of columns and the gap between columns.</li> <li>4 Click Set.</li> </ol>
Create a custom master page	<ol style="list-style-type: none"> <li>1 Display a master page.</li> <li>2 Choose Page Layout&gt;New Master Page from the Format menu.</li> <li>3 Choose the initial page layout.</li> <li>4 Type a name for the master page and click Add.</li> </ol>
Rename a master page	<ol style="list-style-type: none"> <li>1 Display the master page to rename.</li> <li>2 Click the page name in the status bar.</li> <li>3 Type the new name and click Set.</li> </ol>
Add a reference frame	<ol style="list-style-type: none"> <li>1 Draw an unanchored frame on a reference page using the Graphic Frame tool in the Tools palette.</li> <li>2 Name the frame and click Set.</li> <li>3 Put a graphic in the frame and adjust the size and shape of the frame, if necessary.</li> <li>4 Type the frame's name above the frame by using the Text Line tool.</li> </ol>

### Changing the text flow

To	Do this
Assign a flow tag	<ol style="list-style-type: none"> <li>1 Click in the text frame to which you want to assign a flow tag.</li> <li>2 Choose Customize Layout&gt;Customize Text Frame from the Format menu.</li> <li>3 Type the name of the flow in the Flow Tag text box and click Set.</li> </ol>
Connect two text frames	<ol style="list-style-type: none"> <li>1 Select the two text frames in the order you want the text to flow.</li> <li>2 Choose Customize Layout&gt;Connect Text Frames from the Format menu.</li> </ol>
Disconnect a text frame	<ol style="list-style-type: none"> <li>1 Select the text frame you want to disconnect.</li> <li>2 Choose Disconnect Previous, Disconnect Next, or Disconnect Both from the Customize Layout submenu on the Format menu.</li> </ol>
Split a text frame	<ol style="list-style-type: none"> <li>1 Click in the line above where you want to split the text frame.</li> <li>2 Choose Customize Layout&gt;Split Text Frame from the Format menu.</li> <li>3 If desired, select the lower text frame and disconnect it from the previous one.</li> </ol>

## PROCEDURES

### Tracking revisions

To	Do this
Add change bars	<ol style="list-style-type: none"><li>1 Choose Document&gt;Change Bars from the Format menu.</li><li>2 Define the look and position of the change bars.</li><li>3 Turn on Automatic Change Bars and click Set.</li></ol>
Compare two documents	<ol style="list-style-type: none"><li>1 Open both versions of the document.</li><li>2 In the newer version, choose Utilities&gt;Compare Documents from the File menu.</li><li>3 Identify the older version of the document.</li><li>4 Choose the type of report to produce.</li><li>5 Set the comparison options and click Compare.</li></ol>

### Generating reports

To	Do this
Count the words in a document	<ol style="list-style-type: none"><li>1 Choose Utilities&gt;Document Reports from the File menu.</li><li>2 Click wordcount and then click Run.</li></ol>
Generate a list of references	<ol style="list-style-type: none"><li>1 Choose Generate/Book from the File menu.</li><li>2 Choose List of References from the List pop-up menu and click Generate.</li><li>3 Move the items you want to include in the list into the Include References scroll list.</li><li>4 Click Generate.</li></ol>

### Importing formats

To	Do this
Browse the templates provided with FrameMaker	<ol style="list-style-type: none"><li>1 Choose New from the File menu, or press Esc f n.</li><li>2 Click Explore Standard Templates.</li></ol>
Import formats from a template or another document	<ol style="list-style-type: none"><li>1 Open the document you want to update and the document with the formats you want to import.</li><li>2 In the document you want to update, choose Import&gt;Formats from the File menu.</li><li>3 Choose the document with the desired formats from the Import from Document pop-up menu.</li><li>4 Turn on the settings you want to import.</li><li>5 To remove format overrides, turn on settings under While Updating, Remove.</li><li>6 Click Import.</li></ol>

### Importing text

To	Do this
Import text from another file, copying it from the original file	<ol style="list-style-type: none"><li>1 Place the insertion point where you want the text to appear.</li><li>2 Choose Import&gt;File from the File menu.</li><li>3 Turn on Copy into Document.</li><li>4 Select the file you want to import.</li><li>5 Change settings in the Import Text dialog box as needed and then click Import.</li></ol>



To	Do this
Import text from another file, as a text inset linked to the original file	<ol style="list-style-type: none"> <li>1 Place the insertion point where you want the text inset to appear.</li> <li>2 Choose Import&gt;File from the File menu.</li> <li>3 Turn on Import by Reference.</li> <li>4 Select the file you want to import.</li> <li>5 Change settings in the Import Text dialog box as needed and then click Import.</li> </ol>
Update all text that has been imported by reference	<ol style="list-style-type: none"> <li>1 Choose Update References from the Edit menu.</li> <li>2 Turn on the settings you want to update.</li> <li>3 Click Update.</li> </ol>
Update a single text inset	<ul style="list-style-type: none"> <li>■ Double-click the text inset and click Update Now.</li> </ul>
Open the source file for a text inset	<ul style="list-style-type: none"> <li>■ Double-click the text inset and click Open Source.</li> </ul>

### Generating tables of contents

To	Do this
Generate a table of contents for a document	<ol style="list-style-type: none"> <li>1 Choose Generate/Book from the File menu.</li> <li>2 Choose Table of Contents from the List pop-up menu.</li> <li>3 Click Generate.</li> <li>4 Move paragraph tags into the Include Paragraphs Tagged scroll list.</li> <li>5 Click Generate.</li> </ol>

### Indexing documents

To	Do this
Mark an entry	<ol style="list-style-type: none"> <li>1 Click where you want to insert the marker.</li> <li>2 Choose Marker from the Special menu.</li> <li>3 Choose Index from the Marker Type pop-up menu.</li> <li>4 Type the text of the index entry in the Marker Text text box.</li> <li>5 Click New Marker.</li> </ol>
Mark a subentry	<ol style="list-style-type: none"> <li>1 Mark an entry.</li> <li>2 In the marker text, place a colon between the entry and subentry.</li> </ol>
Indicate a range of pages	<ol style="list-style-type: none"> <li>1 Mark the beginning of the information and type <code>&lt;\$startrange&gt;</code> at the beginning of the marker text.</li> <li>2 Mark the end of the information and type <code>&lt;\$endrange&gt;</code> at the beginning of the marker text.</li> </ol>
Mark a cross-reference to another index entry	<ol style="list-style-type: none"> <li>1 Mark an entry.</li> <li>2 At the beginning of the marker text, type <code>&lt;\$npage&gt;</code>.</li> </ol>
Put several entries in one marker	<ol style="list-style-type: none"> <li>1 Mark an entry.</li> <li>2 In the marker text, separate entries with a semicolon.</li> </ol>
Generate an index from a single document	<ol style="list-style-type: none"> <li>1 Choose Generate/Book from the File menu.</li> <li>2 Choose an item from the Index pop-up menu.</li> <li>3 Click Generate.</li> <li>4 Move the marker types you used for index entries into the Include Markers of Type scroll list.</li> <li>5 Click Generate.</li> </ol>
Delete a marker	<ul style="list-style-type: none"> <li>■ Select the marker and press Delete.</li> </ul>

## PROCEDURES

### Managing multiple documents in book files

#### Creating books

To	Do this
Create a book file	<ol style="list-style-type: none"><li>1 Open the document you want to include in the book.</li><li>2 Choose Generate/Book from the File menu.</li><li>3 Turn on New Multifile Book and click Generate.</li></ol>
Add a document file to a book	<ol style="list-style-type: none"><li>1 Choose Add File from the File menu in the book window.</li><li>2 Specify the file you want to add and the position of the file within the book.</li><li>3 Click Add.</li></ol>
Set up a generated file for a book	<ol style="list-style-type: none"><li>1 Choose Add File from the File menu in the book window.</li><li>2 Specify the type of file you want to generate (a generated list or a generated index).</li><li>3 Specify where the file should go in the book.</li><li>4 Click Add.</li><li>5 Move the items you want in the generated file to the Include scroll list.</li><li>6 Specify the pagination and autonumbering for the generated file.</li><li>7 Click Set.</li></ol>

#### Working with files in a book

To	Do this
Change the order of files in a book or remove a file from a book	<ol style="list-style-type: none"><li>1 Choose Rearrange Files from the File menu in the book window.</li><li>2 Select a file and click Move Up, Move Down, or Delete.</li><li>3 Click Done.</li></ol>
Repaginate and renumber files in a book	<ol style="list-style-type: none"><li>1 Choose Generate/Update from the File menu in the book window.</li><li>2 Click Update.</li></ol>
Generate and update files in a book	<ol style="list-style-type: none"><li>1 Choose Generate/Update from the File menu in the book window.</li><li>2 Move the names of the files you want to generate to the Generate scroll list.</li><li>3 Click Update.</li></ol>
Print files in a book	<ol style="list-style-type: none"><li>1 Choose Print from the File menu in the book window.</li><li>2 Move the names of the files you want to print into the Print scroll list and click Print.</li><li>3 Set the print options and click Print.</li></ol>
Keep cross-references and text insets from updating when opening documents in a book	<ol style="list-style-type: none"><li>1 Choose Suppress Automatic Reference Updating from the Edit menu in the book window.</li><li>2 Turn on Suppress Automatic Updating and click Set.</li></ol>
Import formats into files in a book	<ol style="list-style-type: none"><li>1 Open the book file and the file with the formats you want to use.</li><li>2 Choose Import&gt;Formats from the File menu in the book window.</li><li>3 Specify the file with the formats you want to use and the files to update.</li><li>4 Turn on the Import and Update settings you want to apply to the files.</li><li>5 To remove format overrides, turn on settings under While Updating, Remove.</li><li>6 Click Import.</li></ol>

### Using conditional text

To	Do this
Create a condition tag	<ol style="list-style-type: none"> <li>1 Choose Conditional Text from the Special menu.</li> <li>2 Click Edit Condition Tag.</li> <li>3 Specify a name and the condition indicators.</li> <li>4 Click Set.</li> </ol>
Apply a condition tag	<ol style="list-style-type: none"> <li>1 Select the item you want to make conditional.</li> <li>2 Choose Conditional Text from the Special menu.</li> <li>3 Move the condition tag to apply to the In scroll list and click Apply.</li> </ol>
Remove a condition tag from text	<ol style="list-style-type: none"> <li>1 Select the item with the tag you want to remove.</li> <li>2 Choose Conditional Text from the Special menu.</li> <li>3 Move the condition tag to remove to the Not In scroll list.</li> <li>4 Turn on Unconditional if this condition is the only condition applied to the text.</li> <li>5 Click Apply.</li> </ol>
Change the conditional text view	<ol style="list-style-type: none"> <li>1 Choose Conditional Text from the Special menu.</li> <li>2 Click Show/Hide.</li> <li>3 Select the condition tags to show and whether to display condition indicators.</li> <li>4 Click Set.</li> </ol>

### Working with hypertext documents

To	Do this
Prepare text to be active	<ul style="list-style-type: none"> <li>■ Apply some character formatting to the text, such as underlining.</li> </ul>
Prepare a paragraph to be active	<ul style="list-style-type: none"> <li>■ Make sure the paragraph contains no character formatting.</li> </ul>
Prepare a graphic to be active	<ol style="list-style-type: none"> <li>1 Draw a text frame over the graphic.</li> <li>2 Set the frame's pen and fill patterns to None.</li> <li>3 Choose Bring to Front from the Graphics menu.</li> </ol>
Insert a hypertext command in a prepared area	<ol style="list-style-type: none"> <li>1 Click in the prepared area.</li> <li>2 Choose Marker from the Special menu.</li> <li>3 Choose Hypertext from the Marker Type pop-up menu.</li> <li>4 Type the hypertext command in the Marker text box.</li> <li>5 Click New Marker.</li> </ol>
Activate a hypertext command without locking a document	<ul style="list-style-type: none"> <li>■ Control-right-click an active area.</li> </ul>
Select text in a locked document	<ul style="list-style-type: none"> <li>■ Control-drag.</li> </ul>
Lock or unlock a document	<ul style="list-style-type: none"> <li>■ Press Esc F I (lowercase L) k.</li> </ul>

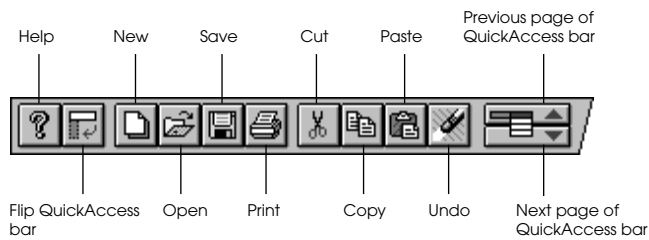
## PROCEDURES

### QuickAccess bar commands

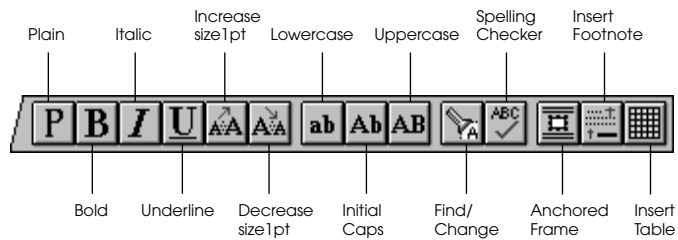
The QuickAccess bar has four pages of buttons for text editing, graphics, graphics editing, and table editing. The first 12 buttons on each page are the same and are used for common commands.

To view the QuickAccess bar, choose QuickAccess Bar from the View menu.

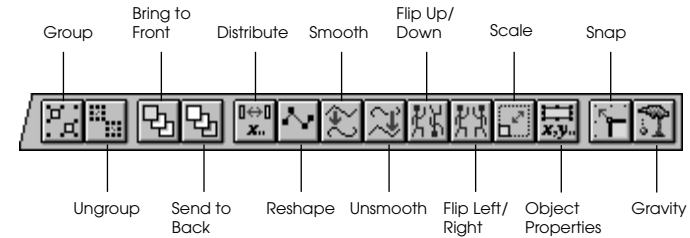
### Common commands



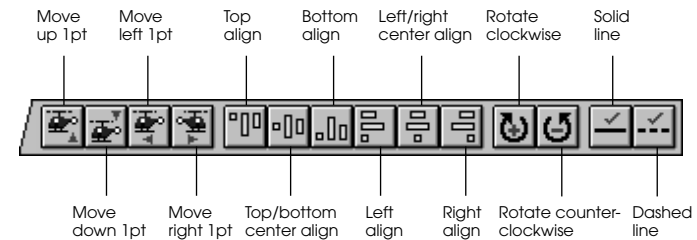
### Text editing commands



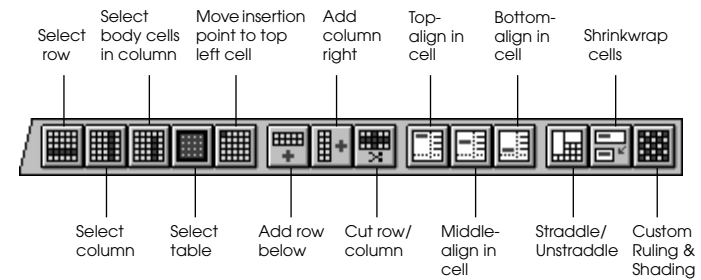
### Graphics commands



### Graphics editing commands



### Table editing commands



## KEYBOARD SHORTCUTS

*A full list of keyboard shortcuts for FrameMaker commands*

This chapter lists all FrameMaker keyboard shortcuts except for those used in equations. See online Help for equation shortcuts. For quick directions for some important FrameMaker tasks, see Chapter 1, “Procedures.”

When you’re using keyboard shortcuts, make sure Caps Lock is off. Also, unless otherwise noted, the pointer must be in the document window. If you’re using click-to-type mode, you must click in the window.

This manual uses Esc as the default command prefix. You can also use Control-r as the command prefix. Your system administrator can tell you if your platform is configured for a different command prefix.

### Commands by menu

This section lists FrameMaker commands by menu.

#### File menu

To choose	Press
New	Esc f n
Open	Esc f o, Control-x Control-f, Control-x Control-v
Save	Esc f s
Save All	Esc f S
Save As	Esc f a, Control-x Control-w
Revert to Saved	Esc f r
Print	Esc f p

To choose	Press
Import>File	Esc f i f
Import>Formats	Esc f i o
Generate/Book	Esc f g
Utilities>Compare Documents	Esc f t c
Utilities>Document Reports	Esc f t r
Utilities>Capture	Esc f t p
Utilities>Keyboard Macros	Esc f t k
Preferences	Esc f P
Close	Esc f c, Esc f q
Close All	Esc f C, Esc f Q

#### Edit menu

To choose	Press
Undo/Redo	Esc e u, Meta-Backspace
Cut	Esc e x
Copy	Esc e c
Paste	Esc e p, Control-x Control-u
Clear	Esc e b

## KEYBOARD SHORTCUTS

To choose	Press
Copy Special>Paragraph Format	Esc e y p
Copy Special>Character Format	Esc e y c
Copy Special>Conditional Text Settings	Esc e y d
Copy Special>Table Column Width	Esc e y w
Select All	Esc e a
Find/Change	Esc e f, Control-s
Find Next	Esc e F
Spelling Checker	Esc e s
Thesaurus	Esc e t
Text Inset Properties	Esc e i
Update References	Esc e U

### Format menu

To choose	Press
Font	(No shortcut available)
Size	(No shortcut available)
Style>Plain	Esc c p, Shift-F1
Style>Bold	Esc c b, Shift-F2
Style>Italic	Esc c i, Shift-F3
Style>Underline	Esc c u, Shift-F4
Style>Double Underline	Esc c d
Style>Overline	Esc c o
Style>Strikethrough	Esc c s, Shift-F5

To choose	Press
Style>Change Bar	Esc c h
Style>Superscript	Esc c plus
Style>Subscript	Esc c minus
Style>Small Caps	Esc c m
Characters>Designer	Esc o c d
Characters>Catalog	Esc o c c
Characters>Default Paragraph Font	Esc o c p
Paragraphs>Designer	Esc o p d
Paragraphs>Catalog	Esc o p c
Page Layout>Column Layout	Esc o c l (lowercase L)
Page Layout>Line Layout	Esc o l l (lowercase L)
Page Layout>Page Size	Esc o p s
Page Layout>Master Page Usage	Esc o m u
Page Layout>New Master Page	Esc o m p
Page Layout>Update Column Layout	Esc o u p
Customize Layout>Customize Text Frame	Esc o c f
Customize Layout>Connect Text Frames	Esc C C
Customize Layout>Disconnect Previous	Esc C P



To choose	Press
Customize Layout>Disconnect Next	Esc C N
Customize Layout>Disconnect Both	Esc C B
Customize Layout>Split Text Frame	Esc C S
Customize Layout>Rotate Page Clockwise	Esc p O (uppercase O)
Customize Layout>Rotate Page Counterclockwise	Esc p o
Customize Layout>Unrotate Page	Esc p U
Document>Numbering	Esc o d n
Document>Change Bars	Esc o b
Document>Footnote Properties	Esc o f
Document>Text Options	Esc o t o
Headers & Footers>Insert Page #	Esc o h p
Headers & Footers>Insert Page Count	Esc o h c
Headers & Footers>Insert Current Date	Esc o h d
Headers & Footers>Insert Other	Esc o h o

### View menu

To choose	Press
QuickAccess Bar	Esc v q
Borders	Esc v b
Text Symbols	Esc v t
Rulers	Esc v r
Grid Lines	Esc v g
Options	Esc v o
Go to Page	Esc v p, Control-g
Body Pages	Esc v B
Master Pages	Esc v M
Reference Pages	Esc v R
Color>Views	Esc v c v
Color>Definitions	Esc v c d
Document Windows	(No shortcut available)
Menus>Quick	Esc v m q
Menus>Complete	Esc v m c
Menus>Modify	Esc v m m

### Special menu

To choose	Press
Page Break	Esc s p b
Anchored Frame	Esc s a
Footnote	Esc s f
Cross-Reference	Esc s c
Variable	Esc s v
Marker	Esc s m
Equations	Esc s e

## KEYBOARD SHORTCUTS

To choose	Press
Graphic Inset	Esc s g
Conditional Text	Esc s C
Add Disconnected Pages	Esc s p a
Delete Pages	Esc s p d

### Graphics menu

To choose	Press
Tools	Esc g T, Esc 1 (one) w
Group	Esc g g
Ungroup	Esc g u
Bring to Front	Esc g f
Send to Back	Esc g b
Align	Esc g a
Distribute	Esc g d
Reshape	Esc g r
Smooth	Esc g s
Unsmooth	Esc g m
Flip Up/Down	Esc g v
Flip Left/Right	Esc g h
Rotate	Esc g t
Scale	Esc g z
Set # Sides	Esc g n
Join	Esc g j
Object Properties	Esc g o
Pick up Properties	Esc g O (uppercase O)
Runaround Properties	Esc g R
Overprint	Esc g e

To choose	Press
Gravity	Esc g y
Snap	Esc g p

### Table menu

To choose	Press
Insert Table	Esc t i
Table Designer	Esc t d
Row Format	Esc t r
Custom Ruling & Shading	Esc t x
Add Rows or Columns	Esc t a
Resize Columns	Esc t z
Straddle/Unstraddle	Esc t l (lowercase L)
Convert to Table/ Convert to Paragraphs	Esc t v

### File menu (book window)

To choose	Press
New	Esc f n
Open	Esc f o
Open All Files in Book	Esc f O (uppercase O)
Save	Esc f s
Save All Files in Book	Esc f S
Save As	Esc f a
Revert to Saved	Esc f r
Import>Formats	Esc f i o
Print	Esc f p



## KEYBOARD SHORTCUTS

To choose	Press
Add File	Esc f f
Set Up File	Esc f d
Rearrange Files	Esc f e
Generate/Update	Esc f g
Utilities>Compare Books	Esc f b
Utilities>Keyboard Macros	Esc f t k
Close Book	Esc f c
Close All Files in Book	Esc f C

### Edit menu (book window)

To choose	Press
Suppress Automatic Reference Updating	Esc e S

### Function key shortcuts

This section lists function key assignments. Some keys change function when used with Control, Shift, or both together.

Key	Function	Control	Shift	Shift-Control
F1	Context-sensitive Help	Info	Plain	
F2	Direct keyboard input to document window		Bold	
F3			Italic	

Key	Function	Control	Shift	Shift-Control
F4	Maker pop-up menu		Underline	
F5			Strikethrough	
F6	Page back		Go to first page	
F7	Page forward		Go to last page	
F8	Choose character format by typing	Choose paragraph format by typing	Change settings to As Is <sup>†</sup>	Change settings to match current text <sup>†</sup>
F9	Choose paragraph format by typing		Change settings to match current text <sup>†</sup>	
F10	Direct keyboard input to the menu bar			

*†. Use these shortcuts in a window or dialog box.*

### Working with documents

#### Getting Help

To	Press
Display online Help	Esc f h
Get context-sensitive Help on an area of a document window	Help, F1, Control-?, Control-/, Meta-?, Meta-/
Display Help on keyboard shortcuts	Esc ? k

## KEYBOARD SHORTCUTS

### Opening, saving, and closing documents

To	Double-click
Open a document in a book file	Filename in the book window
To	Press
Open all files in a book	Esc f O (uppercase O), or press Shift and choose Open All Files in Book from the File menu
Display the Save Document dialog box	Esc f a, Control-x Control-w
Save a document or book	Esc f s, Control-x Control-s
Save all open files	Esc f S, or press Shift and choose Save All Open Files from the File menu
Save all open files in a book	Esc f S, or press Shift and choose Save All Files in Book from the File menu
Close all open files	Esc f C, or press Shift and choose Close All Open Files from the File menu
Close all open files in a book	Esc f C, or press Shift and choose Close All Files in Book from the File menu
Open a MIF or an MML file as an ISO Latin 1 file	Shift and click Open in the Open dialog box

### Canceling and undoing commands

To	Press
Cancel some FrameMaker commands	Control-c
Undo some FrameMaker commands	Esc e u, Meta-Backspace

### Navigating through documents

To	Press
Display the previous page	Esc p p, F6, Meta-v
Display the next page	Esc p n, F7, Control-v
Display the first page	Esc p f, Shift-F6, Meta-Shift-<, or press Shift and click the Previous Page button
Display the last page	Esc p l (lowercase L), Shift-F7, Meta-Shift->, or press Shift and click the Next Page button
Display the Go To Page dialog box	Control-g, Esc v p

### Redisplaying documents

To	Press
Redisplay a document display	Esc w r, Control-l (lowercase L)

### Zooming documents

To zoom	Press
In one zoom setting	Esc z i
Out one zoom setting	Esc z o
To fit page in window	Esc z p
To fit window to page	Esc z w
To 100%	Esc z z

## Working with windows and dialog boxes

### Using the main FrameMaker window

To use these shortcuts, point or click in a document window or point in the main FrameMaker window.

To choose	Press
New	Esc f n
Open	Esc f o, Control-x Control-f, Control-x Control-v
Help	Esc f h, Esc ? m
Info	Esc f l (uppercase <i>i</i> ), Control-Help, Esc ? v
Exit	Esc f c, Control-x Control-c, Meta-F4

### Manipulating windows

To use these shortcuts, point or click in any FrameMaker window.

To	Press
Expose	Esc w e
Hide	Esc w h
Close any window	Control-c, Meta-F4
Close the document window	Esc f c, Control-x Control-c, Esc w c, Esc f q, Meta-F4

### Directing keyboard input to windows

These shortcuts display a window and direct keyboard input to it. If the window is already open but is behind another window, these shortcuts bring the window to the front.

To display this window and direct keyboard input to it	Press
Current document window	Esc F i d, F2
Find/Change	Esc F i f
Marker	Esc F i m
Spelling Checker	Esc F i s
Paragraph Designer	Esc F i p
Character Designer	Esc F i c
Conditional Text	Esc F i o
Custom Ruling and Shading	Esc F i r
Table Designer	Esc F i t

### Navigating within windows and dialog boxes

When you use a keyboard shortcut in a window or dialog box, the effect the shortcut has depends on the active setting. The active setting has a box around it.

To	Press
Move to the next setting	Tab
Move to the previous setting	Shift-Tab
Move to the first setting	Control-Tab
Cancel a dialog box	Control-c, Meta-F4

## KEYBOARD SHORTCUTS

### Clicking command buttons

To	Press
Click a default button that initiates a command (if no other command button is active)	Return, space
Click a command button	Return

### Turning checkbox settings on and off

To	Press
Cycle through checkbox states (off, on, As Is)	Space
Turn off a checkbox	0 (zero)
Turn on a checkbox	1 (one)

### Turning radio button settings on

To	Press
Turn on a radio button	Space

### Selecting items in pop-up menus

To	Press
Display the pop-up menu	Space
Move to the first menu item	0 (zero)
Move to the previous menu item	Up arrow, Control-p

To	Press
Move to the next menu item	Down arrow, Control-n
Choose the selected item	Return, space

### Selecting items in scroll lists

To	Press
Move to the previous item in a list	Up arrow, Control-p
Move to the next item in a list	Down arrow, Control-n
Search forward and select an item starting with a typed letter	Unshifted key
Search backward and select an item starting with a typed letter	Shifted key
Choose an item	Space

### Moving items in scroll lists

To	Press
Move all items in a scroll list to the opposite scroll list	Shift and click arrow between scroll lists

To	Double-click
Move item in a scroll list to the opposite scroll list	The item

## Working with macros

When you're writing macros, you can use the shortcuts that make different settings active in dialog boxes.

To	Press
Start/stop recording keys	Control-) (right square bracket)

## Working with text

The shortcuts in this section affect the insertion point or selected text.

### Moving the insertion point

Many of these shortcuts are based on Emacs commands.

To move to	Press
Next character	Right arrow, Control-f
Previous character	Left arrow, Control-b
Beginning of a word	Meta-b
End of a word	Meta-f
Beginning of the next word	Esc b w
Beginning of a line	Control-a
End of a line	Control-e
Previous line	Up arrow, Control-p
Next line	Down arrow, Control-n
Beginning of a sentence	Meta-a
End of a sentence	Meta-e
Beginning of the next sentence	Esc b s
Beginning of a paragraph	Meta-{ (left square bracket)

To move to	Press
End of the current paragraph	Meta-) (right square bracket)
Beginning of the next paragraph	Esc b p
Top of a column	Control-Meta-{ (left square bracket), Shift-Home, Meta-z
Bottom of a column	Control-Meta-) (right square bracket), Shift-End, Meta-Z
Beginning of a flow	Meta-{ (left brace)
End of a flow	Meta-} (right brace)
Start of first visible text flow	Control-Tab, Meta-i, Control-Meta-i

### Putting the insertion point in a text frame

Use these shortcuts to put the insertion point in an unrotated text frame on the current page. The draw order is the order in which FrameMaker displays objects on a page; the first object in the draw order is the one at the back.

To put the insertion point in	Press
First column of the first text frame in the draw order	Esc b f
Next column, traversing text frames in the draw order	Esc b n

## KEYBOARD SHORTCUTS

### Selecting characters, words, sentences, lines, and paragraphs

Click in text before using these shortcuts. If you use a shortcut with text already selected, FrameMaker extends the selection.

To select	Press
Next character	Esc h c, Esc H c, Shift-right arrow, Control-F
Previous character	Esc H C, Shift-left arrow, Control-B
Current word, then next	Esc h w, Esc H w
Current word, then previous	Esc H W
Current sentence, then next	Esc h s, Esc H s
Current sentence, then previous	Esc H S
Current line, then next	Esc h l (lowercase L), Esc H l (lowercase L)
Current line, then previous	Esc H L
Current paragraph, then next	Esc h p, Esc H p
Current paragraph, then previous	Esc H P

### Selecting text

To select	Press
One line width of text, starting at the insertion point	Shift-down arrow, Esc h d, Control-N
One line width of text, ending at the insertion point	Shift-up arrow, Esc h u, Control-P

To select	Press
To top of column	Esc h t
To bottom of column	Esc h m
To beginning of flow	Esc h g
To end of flow	Esc h n
All text around the insertion point that has the same character format	Esc h F

To shift selection	Press
Right one character	Esc h f
Left one character	Esc h b

To	Press
Extend or shorten a text selection	Shift and click where you want the selection to begin or end
Remove highlighting	Esc h 0 (zero)

To	Double-click
Select a word	Word
Select a word, then next words	Word and then drag
Deselect a text frame or text line and place the insertion point in it	In the text frame or text line

To	Triple-click
Select a paragraph	Paragraph
Select a paragraph, then next paragraphs	Paragraph and then drag



## Editing text

To	Press
Transpose characters	Control-t, Meta-t
Cut	Esc e x, Shift-Delete, Control-w, Shift-Backspace
Copy	Esc e c, Meta-w
Paste	Esc e p, Control-y, Meta-y
Create a paragraph below the insertion point without moving the insertion point	Control-o
End a paragraph	Return, Control-m

To	Middle-click
Quick-copy selected text	Where you want to paste the text
Paste text that you cut or copied	Where you want to paste the text

To delete	Press
Previous character	Control-h, Delete, Backspace
Backward to the end of the previous word	Meta-h, Control-Meta-h, Meta-Delete
Backward to the start of a line	Control-u, Control-Delete, Control-Backspace
Backward to the end of the previous sentence	Esc k a
Next character	Control-d
Forward to the start of the next word	Meta-d
Forward to the end of a word	Esc k f

To delete	Press
Forward to the end of a line	Control-k
Forward to the end of a sentence	Meta-k
Forward to the start of the next sentence	Esc k s

## Changing capitalization

To change the current word to	Press
All lowercase	Meta-l (lowercase L)
All uppercase	Meta-u
Initial caps	Meta-c, Meta-C

To	Press
Display the Capitalization dialog box	Esc e C

## Typing special characters

For a complete list of special characters and how to type them, see Chapter 3, "Character Sets."

To type	Press
•	Control-q %, Meta-period
†	Control-q space
‡	Control-q `
—	Control-q Q
-	Control-q P
'	Control-'

## KEYBOARD SHORTCUTS

To type	Press
" (when Smart Quotes is on)	Control-"
` (when Smart Quotes is off, or when typed in a dialog box)	Control-q T
' (when Smart Quotes is off, or when typed in a dialog box)	Control-q U
“ (when Smart Quotes is off, or when typed in a dialog box)	Control-q R, Meta-`
” (when Smart Quotes is off, or when typed in a dialog box)	Control-q S, Meta-'
Em space	Esc space m
En space	Esc space n
Nonbreaking space	Esc space h, Control-space
Numeric space (width of font's zero)	Esc space l (one)
Nonbreaking hyphen	Esc hyphen h, Meta-hyphen
Suppress hyphenation symbol	Esc n s, Shift-Meta-hyphen
Forced return	Shift-Return, Control-j, Meta-Return, Meta-m
Thin space (1/12 of an em space)	Esc space t
Discretionary hyphen	Esc hyphen D, Control-hyphen

## Formatting text

### Using the Character and Paragraph Designers

To	Press
Change all settings to As Is	Shift-F8
Change all settings to match selected text	Shift-F9, Shift-Control-F8
Display the previous set of properties	Esc p p, F6, Meta-v
Display the next set of properties	Esc p n, F7, Control-v
Apply only the current group of properties	Control and click Apply

### Changing the format of paragraphs

Use these shortcuts to format selected paragraphs or the paragraph containing the insertion point.

To	Press
Apply a paragraph format by typing the first characters of its tag (until FrameMaker recognizes it) and then pressing Return	Esc q p, Control-9, F9
Center a paragraph	Esc j c
Left-align a paragraph	Esc j l (lowercase L)
Right-align a paragraph	Esc j r
Justify a paragraph	Esc j f



## KEYBOARD SHORTCUTS

To	Press
Position the current paragraph in the column, removing any straddling or run-in formatting	Esc j p n
Change the current paragraph to a run-in head	Esc j p r
Change the current paragraph to a side head	Esc j p s
Make the current paragraph straddle all columns	Esc j p t
Make the current paragraph straddle both the side-head area and columns	Esc j p T
Change line spacing to single-spacing	Esc j 1 (one)
Change line spacing to 1-1/2 spacing	Esc j /
Change line spacing to double spacing	Esc j 2
Change line spacing to fixed (default font size plus leading)	Esc j x
Change line spacing to floating (largest font size plus leading)	Esc j o
Increase line spacing 1 point	Esc j plus, Esc plus 1 (one)
Decrease line spacing 1 point	Esc j minus, Esc minus 1 (one)

To	Press
Make paragraphs with the current paragraph's tag and the Paragraph Catalog definition match the current paragraph's format (unify)	Esc j U
Start a paragraph anywhere	Esc j A
Start a paragraph at the top of a column	Esc j C
Start a paragraph at the top of a page	Esc j P
Start a paragraph at the top of a left page	Esc j L
Start a paragraph at the top of a right page	Esc j R
Turn on hyphenation	Esc j h
Turn off hyphenation	Esc j n
Repeat last paragraph-related command	Esc j j
To display	Press
Paragraph Catalog	Esc o p c
Update Paragraph Format dialog box	Esc o p u
Space between Paragraphs dialog box	Esc j w
Custom Line Spacing dialog box	Esc j u

## KEYBOARD SHORTCUTS

### Changing the format of characters

Use these shortcuts to change the character format of selected text or text you are about to type.

To	Press
Apply a character format by typing the first characters of its tag (until FrameMaker recognizes it) and then pressing Return	Esc q c, Control-8, F8
Change text to default paragraph font; remove character tag from text in a text line	Esc o c p
Turn bold on or off	Esc c b, Shift-F2
Turn italics on or off	Esc c i, Shift-F3
Turn underline on or off	Esc c u, Shift-F4
Turn double underline on or off	Esc c d
Turn numeric underline on or off	Esc c 2
Turn overline on or off	Esc c o
Turn strikethrough on or off	Esc c s, Shift-F5
Change text to plain	Esc c p, Shift-F1
Turn superscript on or off	Esc c plus
Turn subscript on or off	Esc c minus
Put text on baseline	Esc c =
Change text to small caps	Esc c m
Turn change bars on or off	Esc c h

To	Press
Turn pair kerning on or off	Esc c k
Manually kern text 1 point (at 100% zoom setting)	Control-arrow key
Manually kern text 6 points (at 100% zoom setting)	Shift-Control-arrow key
Remove all manual kerning	Control-z, Control-Z
Increase size 1 point	Esc c ) (right square bracket)
Decrease size 1 point	Esc c ( (left square bracket)
Squeeze 20% of an em space	Esc ( (left square bracket) D, Esc c left arrow
Spread 20% of an em space	Esc ( (left square bracket) C, Esc c right arrow
Repeat the last font-related command	Esc c c
Display the Character Catalog	Esc o c c

### Using tables

#### Selecting in tables

To select	Press
A cell	Control and click the cell
A row	Control and double-click column (vertical) border in the row
A column	Control and double-click row (horizontal) border in the row
All text in current cell	Esc t h a
Current cell, then next	Esc t h e



To select	Press
Current row, then next	Esc t h r
Current column, then next	Esc t h c
Body cells in current column, then next	Esc t h b
Current table	Esc t h t, or press Control and triple-click a cell

To	Press
Extend or shorten the selection	Shift-Control and click the last cell you want in the selection

### Moving in tables

To move to the	Press
Cell to the right	Esc t m r
Cell to the left	Esc t m l (lowercase L)
Cell below	Esc t m d
Cell above	Esc t m u
Rightmost cell in the current row	Esc t m e
Leftmost cell in the current row	Esc t m a
Top cell in the current column	Esc t m t
Bottom cell in the current column	Esc t m b
Top-left selected cell	Esc t m s, Esc t h 0 (zero)
Top-left cell	Esc t m T
Beginning of cell	Control-Meta-( (left square bracket), Shift-Home, Meta-z

To move to the	Press
End of cell	Control-Meta-) (right square bracket), Shift-End, Meta-Z
Next cell and select all text in cell	Tab, Esc t m n
Previous cell and select all text in cell	Shift-Tab, Esc t m p, Control-Shift-i
Cell below and select all text in cell	Meta-n
Cell above and select all text in cell	Meta-p
Anchor point of a table	Esc t l (uppercase l)

### Typing tab characters in cells

To	Press
Type a tab character in a cell	Esc Tab, Control-i

### Adding and deleting rows and columns

FrameMaker adds or deletes as many rows or columns as are currently selected.

To	Press
Add rows above top selected row	Esc t R a
Add rows below bottom selected row	Esc t R b, Control-Return
Add columns to left of leftmost selected column	Esc t c l (lowercase L)
Add columns to right of rightmost selected column	Esc t c r

## KEYBOARD SHORTCUTS

To	Press
Delete contents of selected rows or columns, but leave cells in the table	Esc t c e
Delete selected rows or columns from table	Esc t c x

### Pasting rows and columns

If the Clipboard doesn't contain whole rows or columns, these shortcuts always replace the selected cells.

To paste whole rows or columns	Press
By replacing selected rows or columns	Esc t p r
Before current selection (above top selected row or to the left of the leftmost selected column)	Esc t p b
After current selection (below bottom selected row or to the right of the rightmost selected column)	Esc t p a

### Changing the format of tables

To	Press
Apply the current table's format to the catalog and to all tables with the same tag	Esc t u t
Display the Edit Ruling Style dialog box	Esc t e

### Changing the vertical alignment of text in cells

To use these shortcuts, click in the first paragraph in a cell.

To use this alignment	Press
Top	Esc j t
Middle	Esc j m
Bottom	Esc j b

### Changing the widths of columns

To	Press
Resize columns so no paragraphs in selected cells wrap	Esc t w
Resize selected column without changing table's width	Shift and drag selected cell's handle

### Using the Table Designer

To use these shortcuts, point or click in the Table Designer.

To	Press
Change all settings to As Is	Shift-F8
Change all settings to match the selected table	Shift-F9, Shift-Control-F8
Display previous page of properties	F6, Esc p p, Meta-v
Display next page of properties	F7, Esc p n, Control-v
Apply only the current group of properties	Control and click Apply



## Searching

To	Press
Search forward	Esc e F, Esc f i n, Control-Meta-s, Meta-s
Search backward	Esc f i p, Control-Meta-r, Meta-r
Change current selection	Esc r o, Control-%
Change all occurrences of Find text in document	Esc r g
Change and search again	Esc r a
Change settings to As Is in Find Character Format and Change To Character Format dialog boxes	Shift-F8
Change settings to match selected text in Find Character Format and Change To Character Format dialog boxes	Shift-F9, Shift-Control-F8
Display Set Find/Change Parameters dialog box	Esc f i s

## Spell-checking

To	Press
Check selected text or a word containing the insertion point	Esc I (lowercase L) s, or press Shift and click Start Checking in Spelling Checker window
Check the entire document	Esc I (lowercase L) e

To	Press
Check the current page	Esc I (lowercase L) p
Correct a word	Esc I (lowercase L) c w
Add a word to your personal dictionary (Learn)	Esc I (lowercase L) a p
Add a word to the document dictionary	Esc I (lowercase L) a d
Add a word to automatic corrections	Esc I (lowercase L) a c
Delete a word from your personal dictionary (Unlearn)	Esc I (lowercase L) x p
Delete a word from the document dictionary	Esc I (lowercase L) x d
Clear automatic corrections	Esc I (lowercase L) c a
Display the Spelling Checker Options dialog box	Esc I (lowercase L) o
Display the Dictionary Functions dialog box	Esc I (lowercase L) c d
Create a file of unknown words	Esc I (lowercase L) b
Mark all paragraphs for rechecking	Esc I (lowercase L) r
Show a word's hyphenation	Esc I (lowercase L) hyphen
Rehyphenate a document	Esc I (lowercase L) R
To	Double-click
Replace a questioned word	Word in the Correction scroll list in the Spelling Checker window

## KEYBOARD SHORTCUTS

### Using the Thesaurus

Use this shortcut by pointing or clicking in the document window, not the Thesaurus window.

To	Press
Replace a selection with the Thesaurus selection	Esc T r

### Inserting variables or markers

To	Press
Insert a variable by typing the first characters of its name (until FrameMaker recognizes it) and then pressing Return	Esc q v, Control-0 (zero)
Insert a marker	Esc m k

### Drawing and editing objects

These shortcuts affect the current drawing tool or selected objects.

#### Choosing tools

To choose	Press
Arc	Esc 1 (one) a
Graphic Frame	Esc 1 (one) m
Freehand	Esc 1 (one) f
Last tool selected	Esc 1 1 (one one)
Line	Esc 1 (one) l (lowercase L)
Object Selection	Esc 1 (one) o

To choose	Press
Oval	Esc 1 (one) e
Polygon	Esc 1 (one) p g
Polyline	Esc 1 (one) p l (lowercase L)
Rectangle	Esc 1 (one) r
Rounded Rectangle	Esc 1 (one) R
Smart Selection	Esc 1 (one) s
Text Frame	Esc 1 (one) t f
Text Line	Esc 1 (one) t l (lowercase L)

#### Using drawing tools

To draw	Press
Vertical, horizontal, or diagonal line	Shift and draw a line
Square	Shift and draw a rectangle
Circle	Shift and draw an oval
Circular arc	Shift and draw an arc

To	Press
Display the Tools palette	Esc 1 (one) w, Esc g T
Keep a tool active after use	Shift and click a drawing tool
Return to the Object Selection tool after drawing	Shift and click the Object Selection tool

## Selecting objects

Use these shortcuts to select objects on the current page.

To	Press
Select a text line or text frame	Control and click the text line or text frame
Extend or shorten the selection	Shift and click an object
Force selection border to appear (when dragging from outside all objects is not possible)	Shift-Control and drag diagonally
Select the first object in the draw order	Esc o F
Select the next object in the draw order	Esc o n
Extend the selection to the next object in the draw order	Esc o e
To	Double-click
Deselect a text frame or text line and put the insertion point inside it instead	In the text frame or text line

## Changing fill patterns

*First*, *last*, *next*, and *previous* refer to positions in the Fill pop-up menu in the small Tools palette, and in the Fill area in the large Tools palette.

To change pattern to	Press
First fill pattern (black)	Esc 0 (zero) f
Last fill pattern (none)	Esc 9 f
Next fill pattern	Esc plus f
Previous fill pattern	Esc minus f

## Changing pen patterns

*First*, *last*, *next*, and *previous* refer to positions in the Pen pop-up menu in the small Tools palette, and in the Pen area in the large Tools palette.

To change pattern to	Press
First pen pattern (black)	Esc 0 (zero) p
Last pen pattern (none)	Esc 9 p
Next pen pattern	Esc plus p
Previous pen pattern	Esc minus p

## Changing line widths

*Next* and *previous* refer to positions in the Line Widths pop-up menu in the small Tools palette, and in the Line Widths area in the large Tools palette.

To change width to	Press
Thinnest line width	Esc 0 (zero) w
Thickest line width	Esc 9 w
Next line width	Esc plus w
Previous line width	Esc minus w

## KEYBOARD SHORTCUTS

### Changing line styles

*First, last, next, and previous* refer to positions in the Dashed Line Options dialog box.

To change pattern to	Press
First dash pattern	Esc 0 (zero) d
Last dash pattern	Esc 9 d
Next dash pattern	Esc plus d
Previous dash pattern	Esc minus d

To	Press
Apply the dash pattern to an object	Esc 1 (one) d d
Apply the solid pattern to an object	Esc 1 (one) d s
Display the Dashed Line Options dialog box	Esc 1 (one) d i

### Working with objects

To	Press
Move an object horizontally or vertically	Shift and drag the object
Maintain an object's proportions while resizing	Shift and drag a corner handle
Display the properties of the currently selected object in the Tools palette	Esc g O (uppercase O), or press Shift and choose Pick up Object Properties from the Graphics menu

To	Press
Display the reshape handle and control points for the line, polyline, polygon, or freehand curve currently selected	Esc g r
Move the control point horizontally or vertically	Shift and drag the control point
Change the curve on only one side of a reshape handle (crimp curve)	Control and drag the control point
Run text around the contour of a selected graphic	Esc g w
Run text around the bounding box of a selected graphic	Esc g W
Turn text runaround off for a selected graphic	Esc g q
Quick-copy a selected object	Control and drag the object with the middle mouse button
Turn display of graphics off or on	Esc v v

To	Middle-click
Add a reshape handle and control points	A line, polyline, polygon, or freehand curve with reshape handles and control points currently displayed
Delete a reshape handle	The reshape handle



### Moving objects

These shortcuts move selected objects. The values shown here are for a zoom setting of 100%.

To move objects	Press
One point	Control-arrow key
Six points	Shift-Control-arrow key

### Aligning objects

If only one object is selected, the object is aligned to the page or to the anchored or graphic frame that encloses it.

To align objects along	Press
Tops	Esc j t
Top/bottom centers	Esc j m
Bottoms	Esc j b
Left sides	Esc j l (lowercase L)
Left/right centers	Esc j c
Right sides	Esc j r

### Rotating objects

To	Press
Rotate an object 90° clockwise	Esc g plus
Rotate an object 90° counterclockwise	Esc g minus
Rotate an object precisely by using the Rotate Selected Objects dialog box	Esc g t
Rotate again	Esc g x

To	Press
Return an object to its unrotated orientation (0°)	Esc g 0 (zero)
Return an object from its unrotated orientation to its previous orientation	Esc g 1 (one)
Set the current orientation of an object as the new unrotated orientation	Esc g 9
Rotate an object arbitrarily	Control and use the right mouse button to drag a corner or reshape handle, or press Meta and drag a corner or reshape handle
Constrain rotation to 45° increments	Shift-Control and use the right mouse button to drag a corner or reshape handle, or press Shift-Meta and drag a corner or reshape handle

To	Press
Rotate a page clockwise	Esc p O (uppercase O)
Rotate a page counterclockwise	Esc p o
Unrotate a page	Esc p U

## KEYBOARD SHORTCUTS

### Working with graphic frames

To	Press
Shrinkwrap an anchored frame (shrink the frame to an object and position the frame at the insertion point)	Esc m p
Unwrap an anchored frame (enlarge the frame)	Esc m e

To	Click
Rename a selected reference frame	Frame name in the status bar

### Working with graphic insets

To	Double-click
Edit a graphic inset	Inset

## Using color

### Selecting colors

To	Press
Keep a color selected after use	Shift and choose a color from the Color pop-up menu
Assign a color to all objects in a document, including text	Shift-Control and choose a color from the Color pop-up menu in the Tools palette

### Changing color views

To choose	Press
View <i>number</i> (1, 2, 3, 4, 5, or 6) from the Define Color Views dialog box	Esc v <i>number</i>

## Designing documents

To	Press
Rename a master or reference page <sup>†</sup>	Esc p N
Create a master page <sup>‡</sup>	Esc o m p
Create a master page based on current body page	Esc p m
Update page layouts <sup>††</sup>	Esc o u p
Import the formats from another document	Esc f i o
Turn side-head area on or off	Esc j p S

<sup>†</sup>. Display a master or reference page before using this shortcut.

<sup>‡</sup>. Display a body or master page before using this shortcut.

<sup>††</sup>. Display a body page before using this shortcut.

## Changing text flows

To	Press
Split a text frame below the insertion point	Esc C S

To	Press
Disconnect the text frame with the insertion point from the previous frame in a flow	Esc C P
Disconnect the text frame with the insertion point from the next frame in a flow	Esc C N
Disconnect the text frame with the insertion point from both the previous and next frames	Esc C B
Connect two selected text frames	Esc C C

### Generating reports

To	Press
Display the Compare Documents dialog box	Esc f t c
Display the Document Reports dialog box	Esc f t r

### Freezing pagination

To	Press
Display the Freeze Pagination or Unfreeze Pagination dialog box	Esc p z

### Using conditional text

#### Working with conditional text

To	Press
Display the Show/Hide Conditional Text dialog box	Esc v C
Turn condition indicators on or off	Esc v O (uppercase O)
Select all text around the insertion point that has the same condition tag settings	Esc h C

#### Using the Conditional Text window

To use these shortcuts, point or click in the Conditional Text window.

To	Press
Move all condition tags to the As Is scroll list	Shift-F8
Change the scroll lists to match the condition tag settings of selected text	Shift-F9, Control-Shift-F8

To	Double-click
Move a condition tag between the In and Not In scroll lists	The tag
Move a condition tag from the As Is to the In scroll list	The tag in the As Is scroll list

## KEYBOARD SHORTCUTS

### Changing condition tag settings

Use these shortcuts to change the condition tag settings of selected text or table rows.

To	Press
Apply a condition tag to selected text by typing the first characters of the tag (until FrameMaker recognizes it) and then pressing Return	Esc q C, Control-4
Remove a condition tag from selected text by typing the first characters of the tag (until FrameMaker recognizes it) and then pressing Return	Esc q D, Control-5
Make the selected text unconditional	Esc q U, Control-6

### Working with hypertext documents

To	Press
Go to the previous location on the hypertext stack	Esc v P
Go to the next location on the hypertext stack	Esc v N
Activate a hypertext command without locking a document	Control and right-click an active area.
Lock or unlock a document	Esc F l (lowercase L) k

### Customizing menus

To	Press
Display a custom menu bar	Esc v m u

## CHARACTER SETS

This chapter lists the Frame character set—the character set used for FrameMaker documents—and shows how to type each character in the set. It also lists the special characters that appear in dialog boxes and shows how to type them.

### Special characters in dialog boxes

To comply with X Window System standards, FrameMaker uses X server fonts in dialog boxes. X server fonts use ISO Latin-1 encoding, so not all characters in the Frame character set have a corresponding character in the X server font.

The following table lists characters in the Frame character set that don't have corresponding characters in the X server font. The rightmost column shows how these characters appear in dialog boxes. You can enter the characters with the key sequences shown in the third column or type them directly as they appear in the rightmost column.

Some characters are not shown with a graphic. These characters are either spaces or control codes that affect how the surrounding text is formatted. You can see some of these characters in a document window when text symbols are turned on.

Character name	Graphic	Press	Or type
breve	˘	Control-q y	\u
bullet	•	Control-q %	\b
circumflex	ˆ	Control-q v	\@
dagger	†	Control-q space	\d
daggerdbl	‡	Control-q `	\D
discretionary hyphen		Control-hyphen	\hyphen
dotaccent	·	Control-q z	\ period
dotlessi	ı	Control-q u	\l (lowercase L)
ellipsis	...	Control-q l	\e
emdash	—	Control-q Q	\=
emspace		Esc space m	\sm, \M
enspace		Esc space n	\sn, \N
fi	fi	Control-q ^	\f i
fl	fl	Control-q _	\f l (lowercase L)
florin	ƒ	Control-q D	\F
forced return		Control-j	\r
fraction	/	Control-q Z	\ /
grave	˘	Control-`	\{

## CHARACTER SETS

Character name	Graphic	Press	Or type
guilsinglleft	‹	Control-q \	\ (
guilsinglright	›	Control-q )	\ )
hungarumlaut	˘	Control-q }	\ &
nonbreaking hyphen	-	Meta-hyphen	\ ¬
nonbreaking space		Control-space	\ (space)
numeric space		Esc space 1 (one)	\ s#, \ #
OE	Œ	Control-q N	\ OE
oe	œ	Control-q O (uppercase O)	\ oe
ogonek	˙	Control-q ~	\ k
perthousand	‰	Control-q d	\ %
quotedblleft	“	Control-q R	\ `
quotedblright	”	Control-q S	\ ’
quotesingle	’	Control-’	\ "
quotesinglbase	,	Control-q b	\ ,
quotedblbase	„	Control-q c	\ g
tab		Tab	\ t
thin space		Esc space t	\ st, \ i
tilde	˜	Control-q w	\ ~
trademarkserif	™	Control-q *	\ TM
Ydieresis	ÿ	Esc % Y	\ Y:

### Frame character set

The assignment of specific characters to specific code values is called *character encoding*. FrameMaker uses three kinds of encoding:

- Dingbat encoding—for the Zapf Dingbats font
- Symbol encoding—for the Symbol font
- Standard encoding—for all other fonts

The instructions for typing quotation marks and apostrophes are presented with the assumption that Smart Quotes is off. For more information, see the chapter on editing text in *Using FrameMaker*.

In the following table, where you can use either of two keystroke sequences to type a character, the sequences are separated by a comma.

Some character values are reserved for future use. Although several of these values cause characters to appear in a document window, they can cause other characters or no character to appear when printed. Also, they may not produce the same characters in different versions of FrameMaker. If you intend to transfer files between versions, do not use the characters marked *Reserved*. For more information, see the online manual *Using Frame Products on Multiple Platforms*.

The hexadecimal code shown for each character is the code FrameMaker uses to represent the character internally. The characters from codes \x04 to \x20 are control codes. Rather than specifying characters to be printed, these codes affect how the surrounding text is formatted. You can see some of these characters in a document window if text symbols are turned on. The hexadecimal codes for these characters are not the same as the function codes that FrameMaker generates when you press the key sequence shown in this appendix.

Online Help has character maps; you can copy and paste characters from these maps into your own documents.

To assign special characters to simpler key sequences, use the macro capability described in *Using FrameMaker*.

CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\x04	Esc hyphen D, Control-hyphen		discretionary hyphen	
\x05	Esc n s, Meta-_		suppress hyphenation	
\x06			automatic hyphen	
\x08	Tab		tab	
\x09	Meta-Return, Meta-m, Shift-Return, Control-j		forced return	
\x0a	Return		end of paragraph	
\x0b			end of flow	
\x10	Esc space 1 (one)		numeric space	
\x11	Esc space h, Control-space		nonbreaking space	
\x12	Esc space t		thin space	
\x13	Esc space n		en space	
\x14	Esc space m		em space	
\x15	Esc hyphen h, Meta-hyphen		nonbreaking hyphen	
\x20	space		space	space
\x21	!	✂	! exclam	! exclam
\x22	" (with Smart Quotes off), Control-"	✂	" quotedbl	∇ universal
\x23	#	✂	# numbersign	# numbersign
\x24	\$	✂	\$ dollar	∃ existential
\x25	%	Ⓜ	% percent	% percent
\x26	&	Ⓜ	& ampersand	& ampersand
\x27	Control-'	Ⓜ	' quotesingle	⊃ suchthat
\x28	(	✈	( parenleft	( parenleft
\x29	)	✉	) parenright	) parenright

## CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\x2a	*		* asterisk	* asteriskmath
\x2b	+		+ plus	+ plus
\x2c	comma		, comma	, comma
\x2d	hyphen		- hyphen	— minus
\x2e	period		. period	. period
\x2f	/		/ slash	/ slash
\x30	0 (zero)		0 zero	0 zero
\x31	1 (one)		1 one	1 one
\x32	2		2 two	2 two
\x33	3		3 three	3 three
\x34	4		4 four	4 four
\x35	5		5 five	5 five
\x36	6		6 six	6 six
\x37	7		7 seven	7 seven
\x38	8		8 eight	8 eight
\x39	9		9 nine	9 nine
\x3a	:		: colon	: colon
\x3b	;		; semicolon	; semicolon
\x3c	<		< less	< less
\x3d	=		= equal	= equal
\x3e	>		> greater	> greater
\x3f	?		? question	? question
\x40	@		@ at	≅ congruent



CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\x41	A	☆	A A	Α Alpha
\x42	B	✦	B B	Β Beta
\x43	C	✧	C C	Χ Chi
\x44	D	♣	D D	Δ Delta
\x45	E	✦	E E	Ε Epsilon
\x46	F	◆	F F	Φ Phi
\x47	G	◇	G G	Γ Gamma
\x48	H	★	H H	Η Eta
\x49	I	☆	I I	Ι Iota
\x4a	J	⊛	J J	ϑ theta1
\x4b	K	☆	K K	Κ Kappa
\x4c	L	☆	L L	Λ Lambda
\x4d	M	★	M M	Μ Mu
\x4e	N	☆	N N	Ν Nu
\x4f	O	☆	O O	Ο Omicron
\x50	P	☆	P P	Π Pi
\x51	Q	✱	Q Q	Θ Theta
\x52	R	✱	R R	Ρ Rho
\x53	S	*	S S	Σ Sigma
\x54	T	*	T T	Τ Tau
\x55	U	*	U U	Υ Upsilon
\x56	V	*	V V	Ϛ sigma1
\x57	W	*	W W	Ω Omega

## CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\x58	X	✱	X x	Ξ Xi
\x59	Y	✱	Y y	Ψ Psi
\x5a	Z	✱	Z z	Z Zeta
\x5b	(	✱	[ bracketleft	[ bracketleft
\x5c	\	✱	\ backslash	.∴ therefore
\x5d	)	✱	] bracketright	] bracketright
\x5e	^	✿	^ asciiicircum	⊥ perpendicular
\x5f	_	✿	_ underscore	— underscore
\x60	Control-`	✿	` grave	⎵ radicalex
\x61	a	✿	a a	α alpha
\x62	b	✿	b b	β beta
\x63	c	✱	c c	χ chi
\x64	d	✱	d d	δ delta
\x65	e	✱	e e	ε epsilon
\x66	f	✱	f f	φ phi
\x67	g	✱	g g	γ gamma
\x68	h	✱	h h	η eta
\x69	i	✱	i i	ι iota
\x6a	j	✱	j j	φ phi1
\x6b	k	✱	k k	κ kappa
\x6c	l	●	l l	λ lambda
\x6d	m	○	m m	μ mu
\x6e	n	■	n n	ν nu

CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\x6f	o	◻	o o	Ο omicron
\x70	p	◻	p p	π pi
\x71	q	◻	q q	θ theta
\x72	r	◻	r r	ρ rho
\x73	s	▲	s s	σ sigma
\x74	t	▼	t t	τ tau
\x75	u	◆	u u	υ upsilon
\x76	v	❖	v v	ω omega1
\x77	w	◐	w w	Ω omega
\x78	x		x x	ξ xi
\x79	y	!	y y	ψ psi
\x7a	z	!	z z	ζ zeta
\x7b	{	‘	{ braceleft	{ braceleft
\x7c	(bar)	’	bar	bar
\x7d	}	”	} braceright	} braceright
\x7e	~	”	~ asciitilde	~ similar
\x7f			Reserved	Reserved
\x80	Esc % A	(	Ä Adieresis	Reserved
\x81	Esc * A	)	Å Aring	Reserved
\x82	Esc comma C	(	Ç Ccedilla	Reserved
\x83	Esc ' E		É Eacute	Reserved
\x84	Esc ~ N	(	Ñ Ntilde	Reserved
\x85	Esc % O (uppercase O)	)	Ö Odieresis	Reserved

## CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\x86	Esc % U	◀	Û Udieresis	Reserved
\x87	Esc ' a	▶	á aacute	Reserved
\x88	Esc ` a	◄	à agrave	Reserved
\x89	Esc ^ a	►	â acircumflex	Reserved
\x8a	Esc % a	{	ä adieresis	Reserved
\x8b	Esc ~ a	}	ã atilde	Reserved
\x8c	Esc * a	{	å aring	Reserved
\x8d	Esc comma c	}	ç ccedilla	Reserved
\x8e	Esc ' e		é eacute	Reserved
\x8f	Esc ` e		è egrave	Reserved
\x90	Esc ^ e		ê ecircumflex	Reserved
\x91	Esc % e		ë edieresis	Reserved
\x92	Esc ' i		í iacute	Reserved
\x93	Esc ` i		ì igrave	Reserved
\x94	Esc ^ i		î icircumflex	Reserved
\x95	Esc % i		ï idieresis	Reserved
\x96	Esc ~ n		ñ ntilde	Reserved
\x97	Esc ' o		ó oacute	Reserved
\x98	Esc ` o		ò ograve	Reserved
\x99	Esc ^ o		ô ocircumflex	Reserved
\x9a	Esc % o		ö odieresis	Reserved
\x9b	Esc ~ o		õ otilde	Reserved
\x9c	Esc ' u		ú uacute	Reserved

## CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\x9d	Esc ` u		ù ugrave	Reserved
\x9e	Esc ^ u		û ucircumflex	Reserved
\x9f	Esc % u		ü udieresis	Reserved
\xa0	Control-q space		† dagger	Reserved
\xa1	Control-q !	¶	Reserved	Υ Upsilon1
\xa2	Control-q "	•	¢ cent	' minute
\xa3	Control-q #	•	£ sterling	≤ lessequal
\xa4	Control-q \$	♥	§ section	/ fraction
\xa5	Control-q %, Meta-period	•	• bullet	∞ infinity
\xa6	Control-q &	¶	¶ paragraph	f florin
\xa7	Control-q '	♣	ß germandbls	♣ club
\xa8	Control-q (	♣	® registerserif	♦ diamond
\xa9	Control-q )	♦	© copyrightserif	♥ heart
\xaa	Control-q *	♥	™ trademarkserif	♠ spade
\xab	Control-q +	♠	´ acute	↔ arrowboth
\xac	Control-q comma	①	¨ dieresis	← arrowleft
\xad	Control-q hyphen	②	Reserved	↑ arrowup
\xae	Control-q period	③	Æ AE	→ arrowright
\xaf	Control-q /	④	Ø Oslash	↓ arrowdown
\xb0	Control-q 0 (zero)	⑤	Reserved	° degree
\xb1	Control-q 1 (one)	⑥	Reserved	± plusminus
\xb2	Control-q 2	⑦	Reserved	″ second
\xb3	Control-q 3	⑧	Reserved	≥ greaterequal

## CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\xb4	Control-q 4	⑨	¥ yen	× multiply
\xb5	Control-q 5	⑩	Reserved	∞ proportional
\xb6	Control-q 6	❶	Reserved	∂ partialdiff
\xb7	Control-q 7	❷	Reserved	• bullet
\xb8	Control-q 8	❸	Reserved	÷ divide
\xb9	Control-q 9	❹	Reserved	≠ notequal
\xba	Control-q :	❺	Reserved	≡ equivalence
\xbb	Control-q ;	❻	<sup>a</sup> ordfeminine	≈ approxequal
\xbc	Control-q <	❼	<sup>o</sup> ordmasculine	... ellipsis
\xbd	Control-q =	❽	Reserved	arrowvertex
\xbe	Control-q >	❾	æ ae	— arrowhorizex
\xbf	Control-q ?	❿	ø oslash	↵ carriagereturn
\xc0	Control-q @	❶	¿ questiondown	ℵ aleph
\xc1	Control-q A	❷	¡ exclamdown	ℚ lfraktur
\xc2	Control-q B	❸	¬ logicalnot	ℛ rfraktur
\xc3	Control-q C	❹	Reserved	℘ weierstrass
\xc4	Control-q D	❺	f florin	⊗ circlemultiply
\xc5	Control-q E	❻	Reserved	⊕ circleplus
\xc6	Control-q F	❼	Reserved	∅ emptyset
\xc7	Control-q G	❽	« guillemetleft	∩ intersection
\xc8	Control-q H	❾	» guillemetright	∪ union
\xc9	Control-q I (uppercase I)	❿	... ellipsis	⊃ propersuperset
\xca	Control-q J	❶	Reserved	⊇ reflexsuperset

CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\xcb	Esc ` A	Ⓐ	À Agrave	⊄ notsubset
\xcc	Esc ~ A	Ⓑ	Ã Atilde	⊂ propersubset
\xcd	Esc ~ O (uppercase O)	Ⓒ	Õ Otilde	⊆ reflexsubset
\xce	Control-q N	Ⓓ	Œ OE	∈ element
\xcf	Control-q O (uppercase O)	Ⓔ	œ oe	∉ notelement
\xd0	Control-q P	Ⓕ	— endash	∠ angle
\xd1	Control-q Q	Ⓖ	— emdash	∇ gradient
\xd2	Control-q R, Meta-`	Ⓗ	“ quotedblleft	® registerserif
\xd3	Control-q S, Meta-'	Ⓖ	” quotedblright	© copyrightserif
\xd4	Control-q T, `	➔	‘ quoteleft	™ trademarkserif
\xd5	Control-q U, ' (with Smart Quotes off)	➔	’ quoteright	∏ product
\xd6	Control-q V	↔	Reserved	√ radical
\xd7	Control-q W	↕	Reserved	· dotmath
\xd8	Esc % y	↘	ÿ ydieresis	¬ logicalnot
\xd9	Esc % Y	➔	ÿ Ydieresis	∧ logicaland
\xda	Control-q Z	↗	/ fraction	∨ logicalor
\xdb	Control-q (	➔	¤ currency	↔ arrowdblboth
\xdc	Control-q \	➔	< guilsinglleft	← arrowdblleft
\xdd	Control-q )	➔	> guilsinglright	↑↑ arrowdblup
\xde	Control-q ^	➔	fi fi	⇒ arrowdblright
\xdf	Control-q _	➔	fl fl	⇓ arrowdbldown
\xe0	Control-q `	➔	‡ daggerdbl	◇ lozenge

## CHARACTER SETS

Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\xe1	Control-q a	➔	· periodcentered	< angleleft
\xe2	Control-q b	➤	, quotesinglbase	® registersans
\xe3	Control-q c	➤	„ quotedblbase	© copyrightsans
\xe4	Control-q d	➤	‰ perthousand	™ trademarksans
\xe5	Esc ^ A	➔	Â Acircumflex	∑ summation
\xe6	Esc ^ E	➔	Ê Ecircumflex	( parenlefttp
\xe7	Esc ' A	➔	Á Aacute	parenleftex
\xe8	Esc % E	➔	Ë Edieresis	( parenleftbt
\xe9	Esc ` E	➔	È Egrave	[ bracketlefttp
\xea	Esc ' I (uppercase <i>i</i> )	➔	Í Iacute	bracketleftex
\xeb	Esc ^ I (uppercase <i>i</i> )	➔	Î Icircumflex	L bracketleftbt
\xec	Esc % I (uppercase <i>i</i> )	➔	Ï Idieresis	{ bracelefttp
\xed	Esc ` I (uppercase <i>i</i> )	➔	Ì Igrave	} braceleftmid
\xee	Esc ' O (uppercase <i>O</i> )	➔	Ó Oacute	( braceleftbt
\xef	Esc ^ O (uppercase <i>O</i> )	➔	Ô Ocircumflex	braceex
\xf0			Reserved	Reserved
\xf1	Esc ` O (uppercase <i>O</i> )	➔	Ò Ograve	) angleright
\xf2	Esc ' U	➔	Ú Uacute	∫ integral
\xf3	Esc ^ U	➔	Û Ucircumflex	∫ integraltp
\xf4	Esc ` U	➔	Û Ugrave	integralex
\xf5	Control-q u	➔	ı dotlessi	J integralbt
\xf6	Control-q v	➔	^ circumflex	) parenrighttp
\xf7	Control-q w	➔	~ tilde	parenrightex



CHARACTER SETS



Hex code	Key or key sequence	Dingbats: Graphic	Standard character set: Graphic and name	Symbol set: Graphic and name
\xf8	Control-q x	➡➡	ˉ macron	) parenrightbt
\xf9	Control-q y	↗	˘ breve	] bracketrighttp
\xfa	Control-q z	➡➡	· dotaccent	bracketrighttex
\xfb	Control-q {	↔	° ring	] bracketrightbt
\xfc	Control-q   (bar)	➡➡	¸ cedilla	) bracerighttp
\xfd	Control-q }	➡➡	” hungarumlaut	} bracerightmid
\xfe	Control-q ~	⇒	˙ ogonek	) bracerightbt



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