

Working with tables

TO SELECT	PRESS
A cell	Control and click the cell
A row	Control and double-click column border
A column	Control and double-click row border
Current row	Esc t h r
Current column	Esc t h c
Current table	Esc t h t, Control and triple-click a cell

TO MOVE TO	PRESS
Rightmost cell in current row	Esc t m e
Leftmost cell in current row	Esc t m a
Top cell in current column	Esc t m t
Bottom cell in current column	Esc t m b
Next cell and select its text	Tab, Esc t m n
Previous cell and select its text	Shift+Tab, Esc t m p
Cell below and select its text	Alt+Control+Tab
Cell above and select its text	Alt+Control+Shift+Tab

TO	PRESS
Type a tab character in a cell	Esc Tab
Add rows above selected row	Esc t Shift+r a
Add rows below selected rows	Esc t Shift+r b, Control+Return
Add columns to left	Esc t c l (lowercase L)
Add columns to right	Esc t c r
Paste by replacing selected rows or columns	Esc t p r
Paste rows or columns before selection	Esc t p b
Paste rows or columns after selection	Esc t p a
Resize columns so no paragraphs in selected cells wrap	Esc t w
Resize selected columns without changing table's width	Alt and drag selected cell's handle
Copy column width to Clipboard	Esc e y w

Function keys

KEY	FUNCTION	CONTROL	SHIFT	ALT
F1	Help	Align top	Context-sensitive Help	
F2	Plain text	Align middle		
F3	Underline	Align bottom	Overline	
F4	Bold		Cascade windows	Exit
F5	Italic		Tile windows	
F6				
F7			Point on document window	
F8	Choose character format by typing		Change dialog box settings to As Is	
F9	Choose paragraph format by typing	Transpose characters	Change dialog box settings to match current text	
F10			Display context menu	

Other useful shortcuts

TO	PRESS
Redraw the document display	Control+l (lowercase L)
Quick-copy a selected object	Alt and drag the object
Rotate an object arbitrarily	Alt and use the left or right mouse button to drag a corner or reshape handle
Move an object along vertical or horizontal axis	Shift and drag object
Nudge an object 1 point/6 points	Alt+arrow key/Alt+Shift+arrow key
Fit page in window	Esc z p
Fit window to page	Esc z w
Zoom to 100%	Esc z z
Lock or unlock a document	Esc Shift+f l (lowercase L) k

Adobe FrameMaker®

Version 5.5 for Windows

QUICK REFERENCE CARD

Navigating through documents

TO DISPLAY	PRESS
Previous page	Esc p p, Pg Up
Next page	Esc p n, Pg Dn
First page	Esc p f, Alt+Pg Up, Shift and click the Previous Page button
Last page	Esc p l (lowercase L), Alt+Pg Dn, Shift and click the Next Page button
Go To Page dialog box	Esc v p, Control+g

TO GO TO	DO THIS
Source of a cross-reference	Press Alt+Control and click an active area
A specific page	Press Control+g or click the Page Status area and then type the page number
Page containing the insertion point	Press Control+g or click the Page Status area and then click Page Containing the Insertion Point

TO MOVE THE INSERTION POINT IN TEXT TO	PRESS
Start of a word	Control+left arrow
End of a word	Control+right arrow
Start of the next word	Esc b w
Start of a sentence	Control+Home
End of a sentence	Control+End
Start of a paragraph	Control+up arrow
End of the current paragraph	Control+down arrow
Start of the next paragraph	Esc b p
Top of a column	Control+Pg Up
Bottom of a column	Control+Pg Dn
Start of a flow	Alt+Shift+Pg Up
End of a flow	Alt+Shift+Pg Dn



Copyright © 1997 Adobe Systems Incorporated. All rights reserved.

Adobe, the Adobe logo, Frame Application Program Interface, Frame Developer's Kit, FrameMaker, FrameMaker+SGML, FrameMaker International Dictionaries, and FrameViewer are trademarks or registered trademarks of Adobe Systems Incorporated.

All other brand or product names are trademarks of their respective companies or organizations.

Part Number: 9000 9375

Editing text

TO	PRESS
Cut	Esc e x, Shift+Delete, Control+x
Copy	Esc e c, Control+c, Control+Insert
Paste	Esc e p, Control+y, Shift+Insert, Control+v
Undo/Redo	Esc e u, Control+z, Alt+Backspace
Quick-copy text	Click where you want to put the copied text and then press Alt and drag through the text
Transpose characters	Click between characters and then press Control+F9
Make word lowercase	Alt+Control+l (lowercase L)
Make word uppercase	Alt+Control+u
Make word initial caps	Alt+Control+c

TO SELECT	DO THIS
A word	Double-click it
A word, then next words	Double-click it and drag, double-click it and Shift-click
Current sentence, then next	Press Esc h s, press Control+Shift+End
Current sentence, then previous	Press Esc Shift+h Shift+s, press Control+Shift+Home
A paragraph	Triple-click it
A paragraph, then next paragraphs	Triple-click it and drag, triple-click it and Shift-click

TO DELETE	PRESS
Previous character	Backspace
Backward to start of the previous word	Esc k b
Backward to start of a line	Shift+Backspace
Backward to end of the previous sentence	Esc k a
Next character	Delete
Forward to end of a word	Esc k f, Control+Delete
Forward to end of a line	Control+Shift+Delete
Forward to start of the next sentence	Esc k s

Entering special characters

TO TYPE	PRESS
• (bullet)	Control+q %
† (dagger)	Control+q space
‡ (double dagger)	Control+q `
™ (trademark)	Control+q *
© (copyright)	Control+q)
® (registered trademark)	Control+q (
¶ (paragraph symbol)	Control+q &
§ (section symbol)	Control+q \$
… (ellipsis)	Control+q Shift+i
— (em dash)	Control+q Shift+q
– (en dash)	Control+q Shift+p
'	Control+'
"	Esc "
‘ (with Smart Quotes off)	Control+q Shift+t
’ (with Smart Quotes off)	Control+q Shift+u
“ (with Smart Quotes off)	Control+q Shift+r, Alt+Control+'
” (with Smart Quotes off)	Control+q Shift+s, Alt+Control+'
Em space	Esc space m, Control+Shift+space
En space	Esc space n, Alt+Control+space
Nonbreaking space	Esc space h, Control+space
Numeric space	Esc space 1 (one)
Thin space	Esc space t
Nonbreaking hyphen	Esc hyphen h
Suppress hyphenation symbol	Esc n s
Discretionary hyphen	Esc hyphen Shift+d, Control+hyphen
Forced return	Shift+Return

TO USE THIS ACCENT	PRESS ESC, THEN TYPE THIS	FOLLOWED BY ONE OF THESE	EXAMPLE
´ (acute)	' (apostrophe)	a, A, e, E, i, l, o, O, u, U	É, é
` (grave)	` (left quote)	a, A, e, E, i, l, o, O, u, U	È, è
~ (tilde)	~ (tilde)	a, A, n, N, o, O	Ñ, ñ
¨ (dieresis)	% (percent)	a, A, e, E, i, l, o, O, u, U, y, Y	Û, ü
^ (circumflex)	^ (caret)	a, A, e, E, i, l, o, O, u, U	Ê, ê
° (ring)	* (asterisk)	a, A	Å, å
¸ (cedilla)	, (comma)	c, C	Ç, ç

Finding and changing

TO	PRESS
Search forward	Esc e Shift+f, Control+Shift+f
Search backward	Esc f i p, Alt+Control+f
Change current selection	Esc r o
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
Display Set Find/Change Parameters dialog box	Esc f i s

TO FIND	TYPE
Tab symbol	\t
Forced return	\r
End-of-paragraph symbol	\p
Start of paragraph	\P
Nonbreaking space	\ (space)
\ (backslash)	\\
Discretionary hyphen	\- (hyphen)
Nonbreaking hyphen	\+
Suppress hyphenation symbol	_ (underscore)
Start of word	\<
End of word	\>

With Use Wildcards turned on...

Any number of characters	*
Spaces or punctuation	(bar)
Any one character	?
The beginning of a line	^
The end of a line	\$
Any one of the bracketed characters <i>ab</i>	[ab]
Any character except <i>ab</i>	[^ab]
Any character from <i>a</i> to <i>f</i>	[a-f]