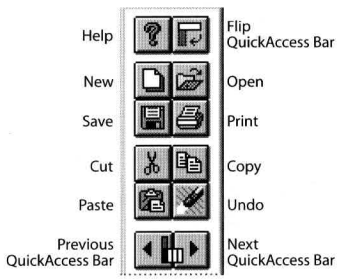
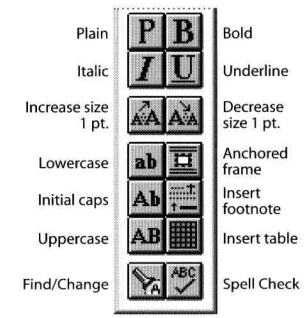
Adobe® FrameMaker®

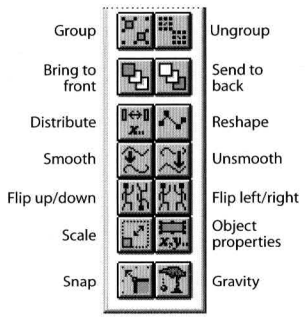
Version 7.0 for Windows®

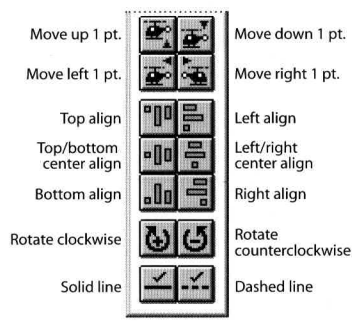
QUICK REFERENCE CARD

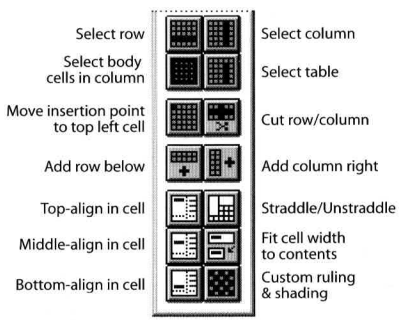


The first 12 buttons of the QuickAccess Bar are used for the common commands. By clicking the Next and Previous buttons, you can cycle through additional options.









Keyboard shortcuts instructions:

- ⇧ represents the Shift key
- + indicates that each key must be pressed simultaneously (for example, Control+z means to press the Control key and the z key simultaneously). If the shortcut keystrokes do not contain the + sign, press each key in the order the shortcut calls for (for example, Esc m p means to press and release the Esc (Escape) key, then the m key, then the p key).
- In addition to the shortcuts included on this Quick Reference Card, the Quick Reference sections in online Help contain all shortcuts not shown on menus.

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, ⇧and click the Previous Page button
Last page	Esc p l (lowercase L), Alt+Pg Dn, ⇧ 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+⇧+Pg Up
End of a flow	Alt+⇧+Pg Dn
Start of a line	Control+Pg Up
End of a line	Control+Pg Dn

Drawing tools

TO CHOOSE THIS TOOL	USE THIS SHORTCUT
Arc	Esc one a
Graphic Frame	Esc one m
Freehand	Esc one f
Last tool selected	Esc one one
Line	Esc one l (lowercase L)
Object Selection	Esc one o
Oval	Esc one e
Polygon	Esc one p g
Polyline	Esc one p l (lowercase L)
Rectangle	Esc one r
Rounded Rectangle	Esc one ⇧+r
Smart Selection	Esc one s

TO CHOOSE THIS TOOL	USE THIS SHORTCUT
Text Frame	Esc one t f
Text Line	Esc one t l (lowercase L)

TO DRAW	USE THIS SHORTCUT
Vertical, horizontal, or diagonal line	Press ⇧ and draw a line
Square	Press ⇧ and draw a rectangle
Circle	Press ⇧ and draw an oval
Circular arc	Press ⇧ and draw an arc

TO	USE THIS SHORTCUT
Display the Tools palette	Esc one w, Esc g ⇧+t
Keep a tool active after use	Press ⇧ and click a drawing tool
Return to the Object Selection tool after drawing	Press ⇧ and click the Object Selection tool

Book Commands

TO	DO THIS
New Book	Esc f ⇧+n
Save Book	Esc f s, Control+s
Rename File	Esc f e or F2
Update Book	Esc e ⇧+u, Esc f g
Display filenames (in book window)	Esc ⇧+v ⇧+m
Display paragraph headings (in book window)	Esc ⇧+v ⇧+x
Delete File from Book	Esc f x
Select All Files	Esc e a
Save all files in book	Esc f ⇧+s
Close all files in book	Esc f ⇧+c

TO	DO THIS
Select All FrameMaker Files	Esc e ⇧+a ⇧+f
Select All Non-Generated FrameMaker Files	Esc e ⇧+a ⇧+n
Select All Generated FrameMaker Files	Esc e ⇧+a ⇧+g
Select a range of files	⇧+click
Select discontiguous files	Control+click
Move a file up in book	Esc m u
Move a file down in book	Esc m d
Print Book	Esc f p, Control+p
Print Selected Files in Book	Esc f ⇧+f
WebWorks® Publisher Standard Edition	Esc f ⇧+w

Finding and changing

TO	PRESS
Search forward	Esc f i n, Esc e ⇧+f, Control+⇧+f, Alt+Control+s
Search backward	Esc f i p, Alt+Control+f, Alt+Control+r
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	⇧+F8
Change settings to match selected text in Find Character Format and Change To Character Format dialog boxes	⇧+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)
Thin space	\i, \st

TO FIND	TYPE
En space	\N, \sn
Em space	\M, \sm
Numeric space	\#, \s#
End-of-flow symbol	\f
` (grave)	\{
\ (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 *ab*	[ab]
Any character except *ab*	[^ab]
Any character from *a* to *f*	[a-f]

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	⇧+Tab, Esc t m p
Cell below and select its text	Alt+Control+Tab
Cell above and select its text	Alt+Control+⇧+Tab

TO	PRESS
Type a tab character in a cell	Esc Tab
Add rows above selected row	Esc t ⇧+r a
Add rows below selected rows	Esc t ⇧+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

Character and Paragraph Designers

TO	USE THIS SHORTCUT
Change all settings to As Is	⇧+F8
Change all settings to match selected text	⇧+F9

TO	USE THIS SHORTCUT
Display the previous set of properties	Page Up
Display the next set of properties	Page Down
Apply only the current group of properties	Press Control and click Apply

Object selection

Use these shortcuts to select objects on the current page.

TO	USE THIS SHORTCUT
Select a text line or text frame	Press Control and click the text line or text frame
Extend or shorten the selection	Press ⇧ and click an object
Force selection border to appear (when dragging from outside all objects is not possible)	Press Control+⇧ and drag diagonally

TO	USE THIS SHORTCUT
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
Deselect a text frame or text line and put the insertion point inside it instead	Double-click in the text frame or text line

Editing text

TO	PRESS
Cut	Esc e x, ⇧+Delete, Control+x
Copy	Esc e c, Control+c, Control+Insert
Paste	Esc e p, Control+y, ⇧+Insert, Control+v
Undo/Redo	Esc e u, Control+⇧+z, 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 selected text lowercase	Alt+Control+l (lowercase L)
Make selected text uppercase	Alt+Control+u
Make selected text 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 ⇧-click
Current sentence, then next	Press Esc h s, press Control+⇧+End
Current sentence, then previous	Press Esc ⇧+h ⇧+s, press Control+⇧+Home
A paragraph	Triple-click it
A paragraph, then next paragraphs	Triple-click it and drag, triple-click it and ⇧-click

TO DELETE	PRESS
Previous character	Backspace
Backward to start of the previous word	Esc k b
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+⇧+Delete
Forward to start of the next sentence	Esc k s

Function keys

KEY	FUNCTION	CONTROL	⇧	ALT
F1	Help	Align top		
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	

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 ⇧+i
—— (em dash)	Control+q ⇧+q
— (en dash)	Control+q ⇧+p
'	Control+'
"	Esc "
‘ (with Smart Quotes off)	Control+q ⇧+t
’ (with Smart Quotes off)	Control+q ⇧+u
“ (with Smart Quotes off)	Control+q ⇧+r, Alt+Control+'
” (with Smart Quotes off)	Control+q ⇧+s, Alt+Control+'
Em space	Esc space m, Control+⇧+space

TO TYPE	PRESS
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 ⇧+d, Control+hyphen
Forced return	⇧+Return

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

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	⇧ and drag object

TO	PRESS
Nudge an object 1 point/6 points	Alt+arrow key/Alt+⇧+arrow key
Fit page in window	Esc z p
Fit window to page	Esc z w
Zoom to 100 percent	Esc z z
Lock or unlock a document or book	Esc ⇧+f l (lowercase L) k

Element menu

TO CHOOSE	USE THIS SHORTCUT
Merge	Esc ⇧+e m
Split	Esc ⇧+e s
Unwrap	Esc ⇧+e u
Edit Attributes	Esc ⇧+e ⇧+a

TO CHOOSE	USE THIS SHORTCUT
Namespaces	Esc ⇧+e ⇧+n
Element Catalog	Esc ⇧+e ⇧+c
Set Available Elements	Esc ⇧+e ⇧+o ⇧+c
New Element Options	Esc ⇧+e ⇧+o ⇧+i
Validate	Esc ⇧+e v

Adobe

Adobe, the Adobe logo, and FrameMaker are registered trademarks of Adobe Systems Incorporated. Windows is a registered trademark of Microsoft Corporation registered in the U.S. and other countries. © 2002 Adobe Systems Incorporated. All rights reserved. Part Number 9003 7318 (05/02W) Printed in Scotland.