

Quark Tips

Keyboard Shortcuts

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GLOSSARY

Preferences Dialog box that lets you modify default values and enable or disable various QuarkXPress features.

Frame A decorative border placed around a text or picture box.

Runaround The Quark Runaround command lets you control the way text flows around items and pictures placed in front of the text. Also called *text wrap*.

Invisibles Characters that can be placed on screen but do not print. The Tab, Return and Space characters are examples.

Baseline Shift A character attribute command that lets you raise or lower text or an anchored box relative to its normal baseline position.

Rule An anchored horizontal line placed above or below a paragraph via the Rules command.

In QuarkXPress, there are hundreds of keyboard shortcuts with many possibilities. Some of these keyboard

shortcuts involve pressing the ⌘ (COMMAND) key (Mac OS). Here are some of our favorites.

⌘-Option-Shift-Y	Application Preferences
⌘-M	Modify (text or picture box)
⌘-B	Frame
⌘-T	Runaround
⌘-K	Delete
⌘-G	Group
⌘-U	Ungroup
⌘-0 (zero)	Fit page in window
⌘-R	Show/Hide rulers
⌘-I	Show/Hide invisibles
⌘-E	Get Picture (or text)
⌘-Option-Shift-L	Check Spelling- Document
⌘-Click Color Name in Color Palette	Opens Colors dialog box
⌘-J	Go to Page Dialog Box
⌘-W	Close Document Window
⌘-Option-Shift-Click	To select hidden items that over lap
⌘-Option-Shift->	Increase type size 1 pt. while selected
⌘-Option-Shift-<	Decrease type size 1 pt. while selected
⌘-Option-Shift-+	Increase Baselineshift w/ type selected
⌘-Option-Shift--	Decrease Baselineshift w/ type selected
⌘-Shift-N	Rule Above / Below dialog box
⌘-F	Find / Change text
⌘-Shift-T	Tabs Dialog Box