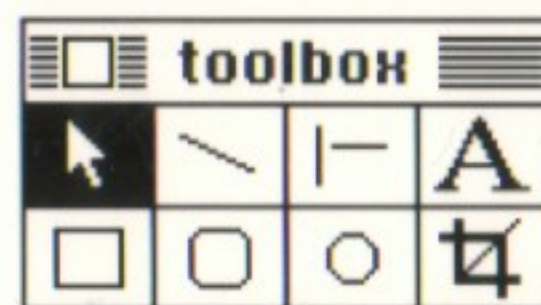


PAGEMAKER

QUICK REFERENCE

GUIDE



Using the pointer tool

Selecting text blocks and graphics

<i>To select...</i>	<i>Do this...</i>
text blocks	<ul style="list-style-type: none"> ■ point on the text ■ click
graphics	<ul style="list-style-type: none"> ■ point anywhere on the line, shape, or graphic ■ click
any combination of text and graphics	<ul style="list-style-type: none"> ■ point on a blank area of the page or pasteboard ■ drag diagonally to create a flashing box around the items you want to select
overlapping items	<ul style="list-style-type: none"> ■ hold down the Command key ■ click to select the overlapping item ■ click again to select the next-lower layer ■ continue clicking until you reach the item you want
all text blocks and graphics in the publication window	<ul style="list-style-type: none"> ■ choose "Select all" from the Edit menu

Adjusting graphics

<i>To...</i>	<i>Do this...</i>
restore a distorted non-PageMaker graphic to original proportions	<ul style="list-style-type: none"> ■ press Shift ■ click any handle
change a PageMaker rectangle to a square	<ul style="list-style-type: none"> ■ press Shift ■ click any handle
change a PageMaker oval to a circle	<ul style="list-style-type: none"> ■ press Shift ■ click any handle
limit PageMaker lines to 45-degree increments	<ul style="list-style-type: none"> ■ press Shift ■ drag either handle

Deselecting to cancel a selection

<i>To deselect a(n)...</i>	<i>Do this...</i>
single item	<ul style="list-style-type: none"> ■ select something else ■ or click on a blank area of the page or pasteboard ■ or click the toolbox icon for the tool you're using
item in a group	<ul style="list-style-type: none"> ■ hold down the Shift key ■ click each item you want to deselect

A Using the text tool

Selecting an insertion point or text

To select a(n)...

Do this...

insertion point

■ click

word

■ double-click

paragraph

■ triple-click

range of text

■ drag to highlight the text you want to select

large amount of text

■ click at one end of the text
■ hold down the Shift key
■ click at the other end

whole story

■ click anywhere in the story
■ choose "Select all" from the Edit menu

Changing type size

To make selected text...

Press...

one point smaller

Option + Command + Shift + <

one point larger

Option + Command + Shift + >

the next smaller "graphic art" size

Command + Shift + <

the next larger "graphic art" size

Command + Shift + >

Typing special characters

To type a(n)...

Select an insertion point, then press...

discretionary hyphen

Command + -

— em dash

Option + Shift + -

– en dash

Option + -

“ opening double quote

Option + [

” closing double quote

Option + Shift + [

‘ opening single quote

Option +]

’ closing single quote

Option + Shift +]

0 page number marker

Command + Option + p

• bullet

Option + 8

® registered trademark

Option + r

™ trademark

Option + 2

© copyright

Option + g

¶ paragraph marker

Option + 7

§ section marker

Option + 6

nonbreaking spaces

em space

Command + Shift + m

en space

Command + Shift + n

thin space

Command + Shift + t

fixed space

Option + Spacebar

Changing other type specifications	<i>To make selected text...</i>	<i>Press...</i>
	outline	Command + Shift + d
	shadow	Command + Shift + w
	small caps	Command + Shift + h
	all caps	Command + Shift + k
	subscript	Command + Shift + -
	superscript	Command + Shift + +

Using the numeric keypad

Moving the insertion point and adjusting the text selection

- Use the text tool to select an insertion point or text.
- If moving the insertion point, press the appropriate keys.
- If adjusting the text selection, hold down the Shift key, too.

<i>To move the insertion point or selection...</i>	<i>Press...</i>
to beginning of line	7
to end of line	1
to beginning of sentence	Command + 7
to end of sentence	Command + 1
left a character	4 or Left arrow
right a character	6 or Right arrow
left a word	Command + 4 or Command + Left arrow
right a word	Command + 6 or Command + Right arrow
up a line	8 or Up arrow
down a line	2 or Down arrow
up a paragraph	Command + 8 or Command + Up arrow
down a paragraph	Command + 2 or Command + Down arrow
up a screen	9
down a screen	3
to top of story	Command + 9
to bottom of story	Command + 3

Cutting and pasting

<i>To...</i>	<i>Press...</i>
clear	Clear key on keypad
cut	. on keypad
paste	0 on keypad

Using any tool

Moving to another page	To...	Press...	
	move to next page	Command + Tab	
	move to previous page	Command + Shift + Tab	
Moving around in the publication window	To...	Use the...	By pressing...
	move the publication window in any direction	grabber hand	Option + drag
	move the publication window horizontally or vertically	constrained grabber hand	Option + Shift + drag
Changing window views	To go from...	To...	Press...
	any view (except Actual size)	Actual size	Option + Command + click
	Actual size	Fit in window	Option + Command + click
	any view (except 200% size)	200% size	Shift + Option + Command + click
	200%	Actual size	Shift + Option + Command + click

Keyboard shortcuts for menu commands

Five PageMaker menus list commands that also have keyboard shortcuts. The shortcuts appear to the right of their respective commands. The arrow (⇧) represents the Shift key.

File New... ⌘N Open... ⌘O Close Save ⌘S Save as... Revert Export... ⌘E Place... ⌘D Page setup... Print... ⌘P Quit ⌘Q	Edit Undo ⌘Z Cut ⌘H Copy ⌘C Paste ⌘V Clear Select all ⌘A Bring to front ⌘F Send to back ⌘B Show Clipboard Preferences... ⇧⌘Y	Options Rulers ⌘R Zero lock ✓ Guides ✓ Snap to guides ⌘U Lock guides Column guides... Rounded corners... ✓ Toolbox ✓ Scroll bars	Page Actual size ⌘1 75% size ⌘7 50% size ⌘5 ✓ Fit in window ⌘W 200% size ⌘2 Go to page... ⌘G Insert pages... Remove pages... Display master items Copy master guides	Type ✓ Normal ⇧⌘ Bold ⇧⌘B Italic ⇧⌘I Underline ⇧⌘U Strikethru ⇧⌘/ Type specs... ⌘T Paragraph... ⌘M Indents/tabs... ⌘I Spacing... ✓ Align left ⇧⌘L Align center ⇧⌘C Align right ⇧⌘R Justify ⇧⌘J Reverse type
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