PageMaker
Quick Reference Guide

PageMaker menus
and keyboard shortcuts for menu commands
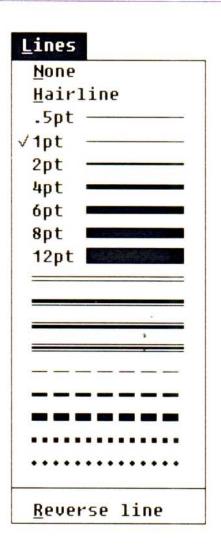
File

New...	^N
Open...	^O
Close	
Save	^S
Save as...	
Revert	
Export...	
Place...	^D
Page setup...	
Print...	^P
Printer setup...	
Exit	

Edit

Undo	
Cut	Sh Del
Copy	^Ins
Paste	Sh Ins
Clear	Del
Select all	^A
Bring to front	^F
Send to back	^B
Preferences...	

Options

Rulers	
Snap to rulers	^Y
Zero lock	
√Guides	
√Snap to guides	^U
Lock guides	
Column guides...	
Autoflow	
Text wrap...	
Define colors...	
Image Control...	
Rounded corners...	
√Toolbox	
√Scroll bars	
Style palette	^E
Color palette	^K

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	F5
Bold	F6
Italic	F7
Underline	F8
Strikethru	
Reverse	
Type specs...	^T
Paragraph...	^M
Indents/tabs...	^I
Define styles...	
Spacing...	
√Align left	^L
Align center	^C
Align right	^R
Justify	^J

Lines

None	
Hairline	
.5pt	
√1pt	
2pt	
4pt	
6pt	
8pt	
12pt	
Reverse line	

Shades

√None	
Paper	
Solid	
10%	
20%	
30%	
40%	
60%	
80%	

Help

Index...	F1
About PageMaker®...	

Working with PageMaker

Using the mouse buttons	Mouse button	What it does
	Main mouse button	Activates commands
	Secondary mouse button	Toggles between "Actual size" and "Fit in window" views
	Third mouse button	Acts like main mouse button when used with the Shift key

Selecting tools from the keyboard	To select the	Press Shift +
	Pointer tool	F1
	Diagonal-line tool	F2
	Perpendicular-line tool	F3
	Text tool	F4
	Square-corner tool	F5
	Rounded-corner tool	F6
	Circle tool	F7
	Cropping tool	F8

Selecting menus, commands, and options from the keyboard	To	Press
	Select a menu	Alt + the first letter of the menu name
	Select a command	Alt + the first letter of the menu name + the underlined letter in the command name
	Move to the next text box, group of options, or check box	Tab
	Move to the next group of options	Alt + the underlined letter in the name of the group
	Move to the next check box	Underlined letter in the check box name
	Move up or down through a list box or group of option buttons or check boxes	Up or Down arrow
	Carry out the command in the selected command button	Spacebar
	Carry out the default button	Enter
	Cancel the dialog box	Escape

Viewing your publication

Moving to another page

To	Press
Move to the next page	Control + Tab
Move to the previous page	Control + Shift + Tab

Moving around in the publication window

To	Press
Move the publication window in any direction	Alt + drag
Move the publication window horizontally or vertically	Alt + Shift + drag

Changing window views

To go from	To	Press
Any view	Actual size	Control + 1 (or click the secondary mouse button)
Actual size	Fit in window	Control + W (or click the secondary mouse button)
Any view 200% size	200% size Any view	Control + 2, (or press Shift + click the secondary mouse button)

Using the pointer tool

Selecting text blocks and graphics

To select...	Do this
A text block	Point at the text, then click the main mouse button
A graphic	Point at the graphic, then click the main mouse button
Any combination of text and graphics	Point at a blank area of the page or pasteboard and drag diagonally to create a selection box around the items you want to select
Overlapping items	Hold down the Control key, then click to select the overlapping item. Clicking again selects the next-lower layer. Continue clicking until you reach the item you want
All text blocks and graphics in the publication window	Choose "Select all" from the Edit menu

Using the pointer tool

Adjusting graphics	To	Do this
	Restore a non-PageMaker graphic to its original proportions	Press Shift + drag any handle
	Change a PageMaker rectangle to a square or an oval to a circle	Press Shift + drag any handle
	Stretch PageMaker lines in 45-degree increments	Press Shift + drag either handle

Deselecting to cancel a selection	To deselect	Do this
	A single item	Select something else, or click on a blank area of the page or pasteboard, or click the toolbox icon of the tool you're using
	An item in a group	Hold down the Shift key and click each item you want to deselect

Shortcuts for editing styles and colors	To	Do this
	Edit a color	Press Control + click the color you want to edit in the "Colors" palette
	Edit a style	Press Control + click the color you want to edit in the "Styles" palette

Working with text

Shortcuts for flowing text	To	Do this
	Change the default	Click Autoflow in the Options menu
	Change automatic to manual for one place	Click the mouse button, press Control, then click the icon
	Change manual to automatic for one place	Press Control, then click the icon
	Change automatic to semi-automatic for one place	Click mouse button, then press Shift, then click the icon
	Change manual to semi-automatic for one place	Press Shift, then click the icon
	Stop automatic text flow	Click the mouse button

Working with text

Typing special characters
(ANSI character set)

To type		Press
-	Discretionary hyphen	Control + - (hyphen)
—	Em dash	Control + Shift + =
–	En dash	Control + =
"	Opening double quote	Control + Shift + [
"	Closing double quote	Control + Shift +]
'	Opening single quote	Control + [
'	Closing single quote	Control +]
0	Page number marker	Control + Shift + 3
•	Bullet	Control + Shift + 8
®	Registered trademark	Control + Shift + R
©	Copyright	Control + Shift + C
¶	Paragraph mark	Control + Shift + 7
§	Section marker	Control + Shift + M
Em space		Control + Shift + M
En space		Control + Shift + N
Thin space		Control + Shift + T

Selecting an insertion point or text

To select...	Do this
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, and click at the other end
Whole story	Click anywhere in the story and choose "Select all" from the Edit menu

Working with text

Moving the insertion point and adjusting the text selection

To move the insertion point or selection	Press
To beginning of line	Home
To end of line	End
To beginning of sentence	Control + Home
To end of sentence	Control + End
Left one character	Left arrow
Right one character	Right arrow
Left one word	Control + Left arrow
Right one word	Control + Right arrow
Up one line	Up arrow
Down one line	Down arrow
Up one paragraph	Control + Up arrow
Down one paragraph	Control + Down arrow
Up one screen	Page Up
Down one screen	Page Down
To start of story	Control + Page Up
To end of story	Control + Page Down

Shortcuts for cutting and pasting

To	Press
Clear selected item	Delete
Cut selected item	Shift + Delete
Copy selected item	Control + Insert, or F2
Paste from clipboard	Insert

Shortcuts for changing type size

To make selected text...	Press
One point smaller	F3
One point larger	F4

Kerning text

To	Select an insertion point, then press
Add space between letters	Control + Shift + Backspace
Delete space between letters	Control + Backspace