THE PROFESSIONAL DESKTOP PUBLISHER

Quick Reference Guide

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Caret Movement

← →	Caret left/right one character
↑ ↓	Caret up/down one line
⇑← ⇑→	Caret left/right one word
⇑↑ ⇑↓	Caret up/down one paragraph
^← ^→	Caret to start/end of line
^↑ ^↓	Caret to start/end of text story
^⇑↑ ^⇑↓	Scroll up/down through story
Home	Caret to start of line
^Home	Caret to start of story
End	Caret to end of line
^End	Caret to end of story

Where ^ means the Ctrl key, and ⇑ means the Shift key.

Page Movement

Page Up	Scroll up one screen
Page Down	Scroll down one screen
⇑Page Up	Move to start of previous page
⇑Page Down	Move to start of next page
^Page Up	Move to start of first page in chapter
^Page Down	Move to start of last page in chapter
^⇑Page Up	Move to first page in document
^⇑Page Down	Move to last page in document
^⇑Up	move page down one line
^⇑Down	move page up one line

Deleting Text

Delete	Delete character to right of caret
Backspace	Delete character to left of caret
⇑Delete	Delete word at caret
⇑Backspace	Delete previous word
^Delete	Delete from caret to end of line
^Backspace	Delete from caret to start of line
^⇑Delete	Delete line of text

Selecting Text

Left click drag	Select text region
Caret movement	With Shift select text region
1 Left click	Clear selection
1 Left click	With Shift extend/reduce selection
2 Left clicks	Select word including following space(s)
3 Left clicks	Select line
4 Left clicks	Select paragraph
5 Left clicks	Select story

Text Size, Kerning & Scale

^< ^>	Decrease/increase font size by 1pt
^⇑< ^⇑>	Decrease/increase font size through range
^; ^'	Decrease/increase kerning or tracking by 1/1000 em
^⇑; ^⇑'	Decrease/increase kerning or tracking by 1/100 em
^[^]	Decrease/increase horizontal scale by 1%
^⇑[^⇑]	Decrease/increase horizontal scale by 5%

The above options work on selected text.

Copying Format Effects

To copy the format effects from one paragraph to another, place the caret in the destination paragraph (or select a range of paragraphs), then hold down Shift and Right click in the source paragraph.

Drag & Drop

To drag and drop text, first select the text then press the left button over the selection and drag it to the required insertion point.

To move an object within a page, press the left button and hold until the move object pointer appears, then drag the object to the required position. Or press Ctrl and left drag.

To drag and drop a picture, first double-click to select the picture then press Alt and drag the picture to a suitable frame.

The following operations apply when dragging to within the same document:

Alt + press left mouse and drag	Move text, object or picture
⇑ Alt + press left mouse and drag	Copy text, object or picture

For a text selection it is not essential to use the Alt key.

The following operations apply when dragging to another document:

Alt + press left mouse and drag	Copy text, object or picture
⇑ Alt + presss left mouse and drag	Move text, object or picturee

For a text selection it is not essential to use the Alt key.

Selecting Objects

Left click on an object to select it, deselecting any other objects.

Left click Ctrl on an object to add or remove it from the selection.

Press Ctrl Shift and drag a rectangle around a number of objects to be selected. Objects must be wholly within the rectangle.

Press Ctrl Shift and double-click to select objects hidden beneath other objects.

Working with Objects

When drawing, moving or resizing objects:

← →	Nudge pointer left or right
↑ ↓	Nudge pointer up or down
Escape	Cancel the operation

When drawing or resizing objects:

Press ⇑	To constrain rectangle or ellipse to a perfect square or circle
Press ^	To maintain original aspect ratio of object

To move an object hold down the left mouse button, pause and then drag or press ^ and drag with the right button.
Press ⇑ to constrain movement to horizontal or vertical

When the right button is used to resize a picture frame, the picture is resized too. With **Aspect lock** set the picture will be resized to fit the height of the frame. Otherwise the picture will follow the size of the frame.

Working with Pictures

Double-click on a picture to select it.

Triple-click opens the Modify picture dialogue box

A selected picture may be moved in its frame by dragging. Press Shift to constrain movement to horizontal or vertical.

A selected picture may be resized by dragging the handles on the Resize gadget. Dragging through the centre of the handles mirrors the picture.

A selected picture may be rotated using the Rotate tool.

Right click on a picture to deselect it.

Function keys

Key	…	Ctrl
F1	Help	Body Text
F2	…	
F3	Find next	
F4		Close document
F5		
F6	Modify text/picture	
F7	Modify object	
F8		
F9		
F10		
F11	Characters (see **Misc** menu)	
F12	Single shift font change	

Keys with Ctrl & Ctrl Shift

	Ctrl	Ctrl Shift
A	Select All	
B	Bold	ClipBoard
C	Copy	Edit master page
D	Insert Date	Duplicate once
E	Centre	Edit style
F	Find/replace	Font menu
G	Goto page	Grid lock
H	Object sHape	Move object backward
I	Italic	Show/Hide Invisibles
J	Justify	…
K	Delete object (Kill)	Group/Ungroup
L	Left align	Remove Local effects
M	Show/Hide Print Margin	Insert Merge command
N	New document	Normal
O	Open document	View Options
P	Print	Preferences
Q	Remove all styles and effects	Swap character pair
R	Right align	Show/Hide Rulers
S	Save document	Swap case
T	Open Thesaurus	Text flow
U	Underline	Move object forward (Up)
V	Paste selection	ReVerse
W	Spellcheck Word	Select Word
X	Cut selection	Return to caret
Y	Redo	…
Z	Undo	Zoom options
+	Subscript	Superscript
-	Soft hyphen	Hard hyphen
1	100% zoom	
2	200% zoom	
3	150% zoom	
4	400% zoom	
5	50% zoom	
6	Variable zoom	
9	Alter baseline down 1%	Alter baseline down 5%
0	Alter baseline up 1%	Alter baseline up 5%
<	Decrease fontsize by 1pt	Decrease font size through range 8pt to 36pt
>	Increase font size by 1pt	Increase font size through range 8pt to 36pt

When a line is selected:

<	Decrease linesize by 0.5mm
>	Increase linesize by 0.5mm

Key Presses in Dialogue Boxes

Shift Tab	Move caret to previous writable icon
Tab	Move caret to next writable icon
Return	Move caret to next writable icon, or equivalent to **OK** if caret is in last icon
Escape	Equivalent to clicking **Cancel**

Miscellaneous Key Presses

Return	New paragraph
⇑Return	New line
^Return	New page, frame or column
Tab	Insert tab character
Ctrl Tab	Display Tab/Indent ruler
^P	Display Print dialogue box
Insert	Paste contents of clipboard
^Space	Hard space (non-breaking)
Ctrl Shift -	Hard hyphen (non-breaking)
Ctrl -	Soft hyphen (discretionary)

Useful Symbols

The symbols below may be obtained by holding down Alt and typing the ASCII code on the numeric keypad. When Alt is released, the symbol is inserted at the caret.

Symbol	Description	ASCII code
•	Bullet	0149
‘	Quote left	0145
’	Quote right	0146
“	Double quote left	0147
”	Double quote right	0148
–	En dash	0150
—	Em dash	0151
©	Copyright	0169
°	Degree	0176
·	Centred dot	0183

The symbols below may be obtained by pressing F12, then pressing the key shown if the single shift font is set to DPDings.

Symbol	Key	Symbol	Key
✂	"	❝	}
✆	&	❞	~
✉	)	☎	a
✈	(	◆	j
☞	+	▲	s
✓	3	▼	t
×	5	❖	v
✗	7	◗	w
✯	O	▮	z
❑	o	●	l (ell)
☆	P	†	=
❊	p	✞	>
✷	W	✟	?

Toolbox

Select tool

Frame tool

Line tool

Path Edit Mode

Rotate tool

Link tool

Crop tool

Zoom tool

Rectangle

Ellipse

Straight line segment

Curved line segment

Normally after using the Frame or Line tools, the Select tool is automatically reselected. If you choose the Frame or Line tool with the right mouse button, it will be remain selected until another tool is chosen.

To move the toolbox, drag on the toolbox background or press shift and drag on any tool.

You can change the toolbox shape by right clicking on the toolbox background and dragging up and down until the required shape is achieved.

You can swap the order of tools by holding down Ctrl and dragging one tool onto another tool. The positions of the two tools are swapped.

Button Bar

File info dialogue box

Save as dialogue box

Print dialogue box

Select all

Cut selection

Copy selection

Paste selection

Delete selection

Show/hide **Clipboard**

Undo

Redo

Show/hide **Rulers**

Show/hide **Guidelines**

Enable/disable **Grid** and **Grid lock**

Zoom dialogue box

Modify text/picture dialogue box

Text **Colour** dialogue box

Text **Format** dialogue box

Display **Tabs** dialogue box

Modify object dialogue box

Frame border dialogue box

Spellcheck **Word**

Spellcheck **Story**

To scroll the button bar, move the pointer over either end of it. You can change the position of a button on the button bar by pressing Ctrl and dragging it to the required position. The button will be placed before the button on which it is dropped.

To change the number of rows on the button bar hold Ctrl and right drag.

Pressing ^⇑ and right clicking on a button inserts or deletes a gap before the button.