

Page Maker Shortcut Keys

USER INTERFACE

Display/hide all palettes	TAB
Display/hide all palettes except tools	SHIFT + TAB
Display/hide control palette	CTRL + ‘
Display/hide colors palette	CTRL + J
Display/hide style palette	CTRL + B
Define styles	CTRL + 3
Display/hide master pages palette	CTRL+ SHIFT + 8
Display/hide layers palette	CTRL + 8
Display/hide hyperlinks palette	CTRL + 9

TOOL PALETTE

Rotation tool	SHIFT + F2
Line tool	SHIFT + F3
Rectangle tool	SHIFT + F4
Ellipse tool	SHIFT + F5
Polygon tool	SHIFT + F6
Hand tool	SHIFT + F7
Text tool	SHIFT + ALT + F1
Cropping tool	SHIFT + ALT + F2
Constrained line tool	SHIFT + ALT + F3
Rectangle frame tool	SHIFT + ALT + F4
Ellipse frame tool	SHIFT + ALT + F5
Polygon frame tool	SHIFT + ALT + F6
Zoom tool	SHIFT + ALT + F7

FILE MENU

New	CTRL + N
Open	CTRL + O
Close	CTRL + W
Save	CTRL + S
Save as	SHIFT + CTRL + S
Place	CTRL + D

Links	SHIFT + CTRL + D
Print	CTRL + P
Document setup	SHIFT + CTRL + P
General Preferences	CTRL + K
Quit PageMaker	CTRL + Q
EDIT MENU	
Undo	CTRL + Z
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Clear	DEL
Select all	CTRL + A
Deselect all	SHIFT + CTRL + A
Edit Story / Edit Layout	CTRL + E
Close Story (Story View)	CTRL + W
LAYOUT MENU	
Go to Page	ALT + CTRL + G
Move to Previous Page	PAGE UP
Go Back	CTRL + PAGE UP
Move to Next Page	PAGE DOWN
Go Forward	CTRL + PAGE DOWN

TYPE MENU	
Bold	CTRL + SHIFT + B
Italic	CTRL + SHIFT + I
Underline	CTRL + SHIFT + U
All Caps	CTRL + SHIFT + K
Strike Through	CTRL + SHIFT + /
Super Script	CTRL + SHIFT + ^
Sub Script	CTRL + _
Reverse	CTRL + SHIFT + V
Normal formatting	CTRL + SHIFT + SPACEBAR
Normal width	CTRL + SHIFT + X
Auto Leading	ALT + SHIFT + A
Expert Tracking (No track)	CTRL + SHIFT + Q
Horizontal Scale (Normal)	CTRL + SHIFT + X
Character	CTRL + T
Paragraph	CTRL + M
Indent Tabs	CTRL + I

ALIGNMENTS	
Align left	CTRL + SHIFT + L
Align Center	CTRL + SHIFT + C
Align Right	CTRL + SHIFT + R
Justify	CTRL + SHIFT + J
Force Justify	CTRL + SHIFT + F
Define Styles	CTRL + 3
Fill & Stroke	CTRL + U

FRAME	
Attach Content	CTRL + U
Frame Option	ALT + CTRL + F
Change to Frame	SHIFT + ALT + CTRL + F
Next Frame	ALT + CTRL +]
Previous Frame	ALT + CTRL + [

ARRANGE	
Bring to Front	SHIFT + CTRL +]
Bring Forward	CTRL +]
Send Backward	CTRL + [
Send to Back	SHIFT + CTRL + [
Align Objects	SHIFT + CTRL + E
Text Warp	ALT + CTRL + E
Group	CTRL + G
Ungroup	SHIFT + CTRL + G
Lock Position	CTRL + L
Un Lock	ALT + CTRL + L
Mask	CTRL + 6
Un Mask	SHIFT + CTRL + 6

UTILITIES MENU	
Find	CTRL + F
Find Next	CTRL + G
Change	CTRL + H
Check Spelling (Story View)	CTRL + L
Index Entry	CTRL + Y
Fast Index Entry	CTRL + SHIFT + Y
VIEW MENU	
Zoom in	CTRL + +

Zoom out	CTRL + –
Fit in window	CTRL + CLICK RIGHT MOUSE BUTTON
Actual size	CTRL + CLICK RIGHT MOUSE BUTTON
Fit page in window	CTRL + 0
Entire pasteboard	CTRL + SHIFT + 0
ZOOM TO	
50%	CTRL + 5
75%	CTRL + 7
100% (Actual size)	CTRL + 1
200%	CTRL + 2
400%	CTRL + 4
Redraw current page at high resolution	CTRL-SHIFT -F12
Display non-printing items	CTRL-ALT-N
Preview hyperlinks	F10
Rulers on/off	CTRL + R
Snap to rulers on/off	CTRL + ALT + R
Show/Hide guides	CTRL + ;
Snap to guides on/off	CTRL+ SHIFT + ;
Lock guides	CTRL + ALT + ;