



Aldus PageMaker 4.0 Quick Reference Guide

for use with Apple® Macintosh® computers

Getting Help

To use	Do this
Help	Choose "Help..." from the Windows menu
Menu-sensitive help	Command + ? (question mark) or Command + Shift + ? or Command + Option + Shift + ? or keypad Help

Viewing your publication

Moving to another page

To	Press
Move to next page	Command + Tab
Move to previous page	Command + Shift + Tab
Go to page...	Command + G

Moving around in the publication window with the grabber hand

To	Press
Move the publication window in any direction (grabber hand)	Option, and drag
Move the publication window horizontally or vertically only (constrained grabber hand)	Option + Shift, and drag

Changing page display sizes

To go from	To	Press
Any view	"Fit in world"	Shift, and choose "Fit in window"
"Actual size"	"Fit in window"	Command + Option, and click
"Fit in window"	"Actual size"	Command + Option, point to area you want, and click
Any view	"Fit in window"	Command + W
Any view	"Actual size"	Command + 1
Any view	"25%"	Command + 0 (zero)
Any view	"50%"	Command + 5
Any view	"75%"	Command + 7
Any view	"200%"	Command + 2
Any view	"400%"	Command + 4

Using the pointer tool

Selecting text blocks and graphics

To select	Do this
Text blocks	Point anywhere in text block and click
Graphics	Point anywhere on the line, shape, or graphic, and click
Any combination of text and graphics	Point to a blank area of the page or pasteboard, and drag diagonally to create a flashing boundary box around the items you want to select
Overlapping items	Hold down Command, click to select the overlapping item, click again to select the layer immediately below, and so on
All text blocks and graphics	Choose "Select all" from the Edit menu

Adjusting graphics

To	Press
Restore a distorted non-PageMaker graphic to its original proportions	Shift, point to any handle, and hold mouse button down
Change a PageMaker rectangle to a square	Shift, point to any handle, and hold mouse button down
Change a PageMaker oval to a circle	Shift, point to any handle, and hold mouse button down
Limit PageMaker lines to 45-degree increments	Shift, and drag either handle
Proportionally resize a graphic	Shift, and drag any handle
Resize a paint-type graphic so that it fits the resolution of your printer	Command, and drag any handle
Proportionally resize a paint-type graphic so that it best fits the resolution of your printer	Command + Shift, and drag any handle

Canceling a selection

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



Typing special characters

To type		Click an insertion point, then press
	Discretionary hyphen	Command + - (hyphen)
—	Em dash	Option + Shift + - (hyphen)
-	En dash	Option + - (hyphen)
“	Opening double quotation mark	Option + [
”	Closing double quotation mark	Option + Shift + [
‘	Opening single quotation mark	Option +]
’	Closing single quotation mark	Option + Shift +]
0, LM, RM	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
	Em space	Command + Shift + M
	En space	Command + Shift + N
	Thin space	Command + Shift + T
	Fixed space	Option + spacebar
	Non-breaking hyphen	Command + Option + - (hyphen)
	Non-breaking slash	Command + Option + /

Special shortcuts

To use	Press
Fast index entry	Command + Shift + ; (semicolon)
“Edit style” dialog box	Command + click on style name from “Style” palette
“Edit color” dialog box	Command + click on style name from “Colors” palette

Layout view menus

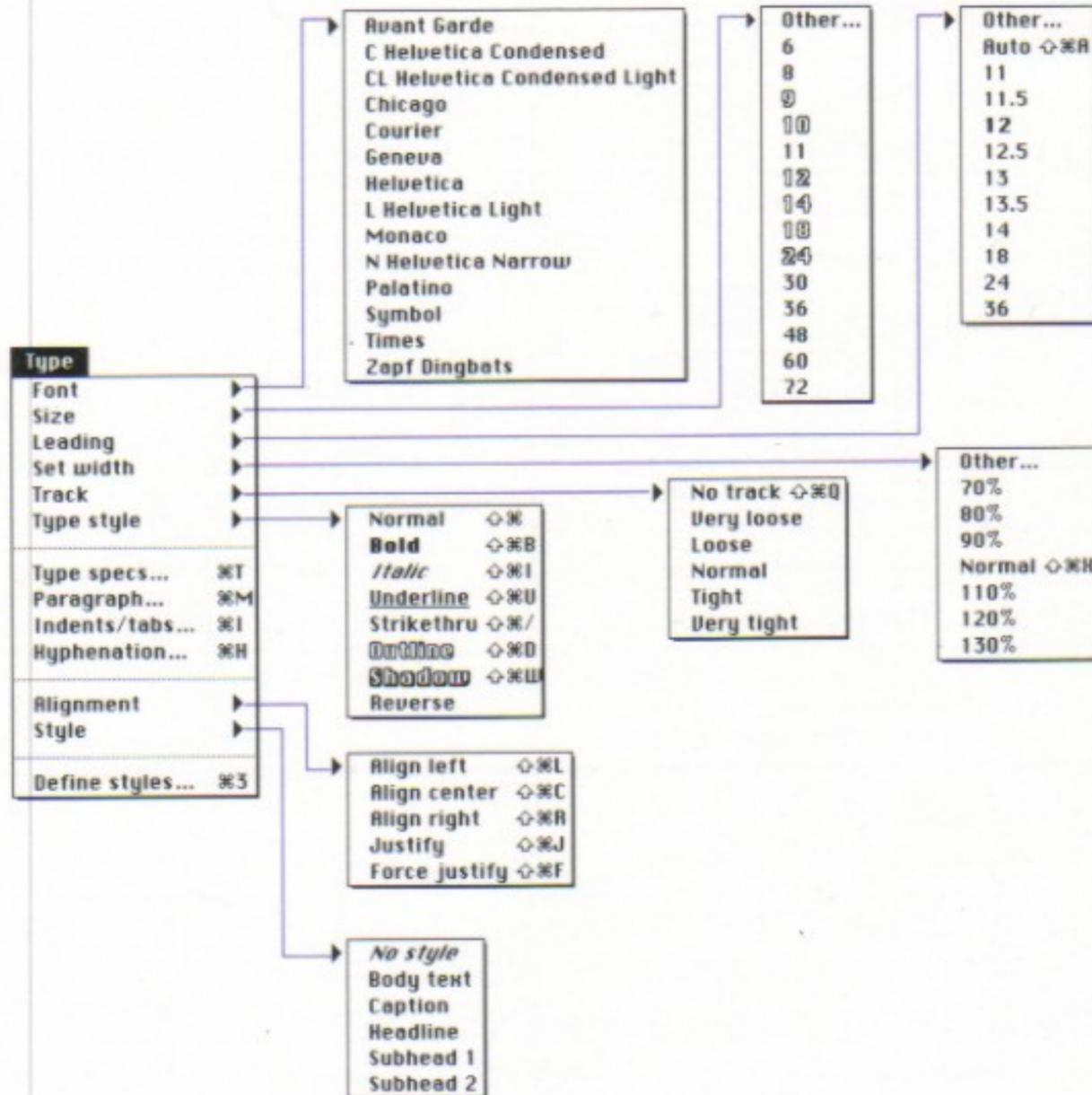
•	About PageMaker®...
Alarm Clock	
Calculator	
Chooser	
Control Panel	
Key Caps	
Scrapbook	

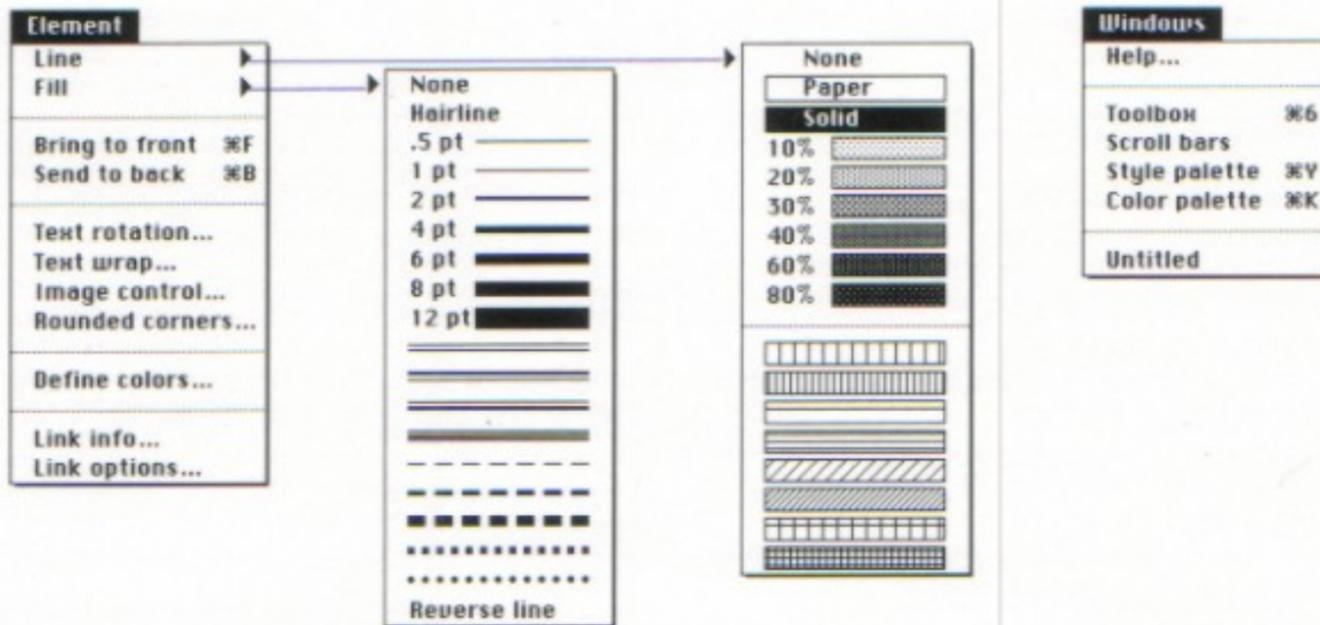
File	
New... ⌘N	
Open... ⌘O	
Close	
Save ⌘S	
Save as...	
Revert	
Export...	
Place... ⌘D	
Links... ⌘-	
Book...	
Page setup...	
Print... ⌘P	
Quit ⌘Q	

Edit	
Undo ⌘Z	
Cut ⌘H	
Copy ⌘C	
Paste ⌘V	
Clear	
Select all ⌘A	
Find... ⌘F	
Find next ⌘,	
Change... ⌘9	
Spelling... ⌘L	
Show clipboard	
Preferences...	
Edit story ⌘E	

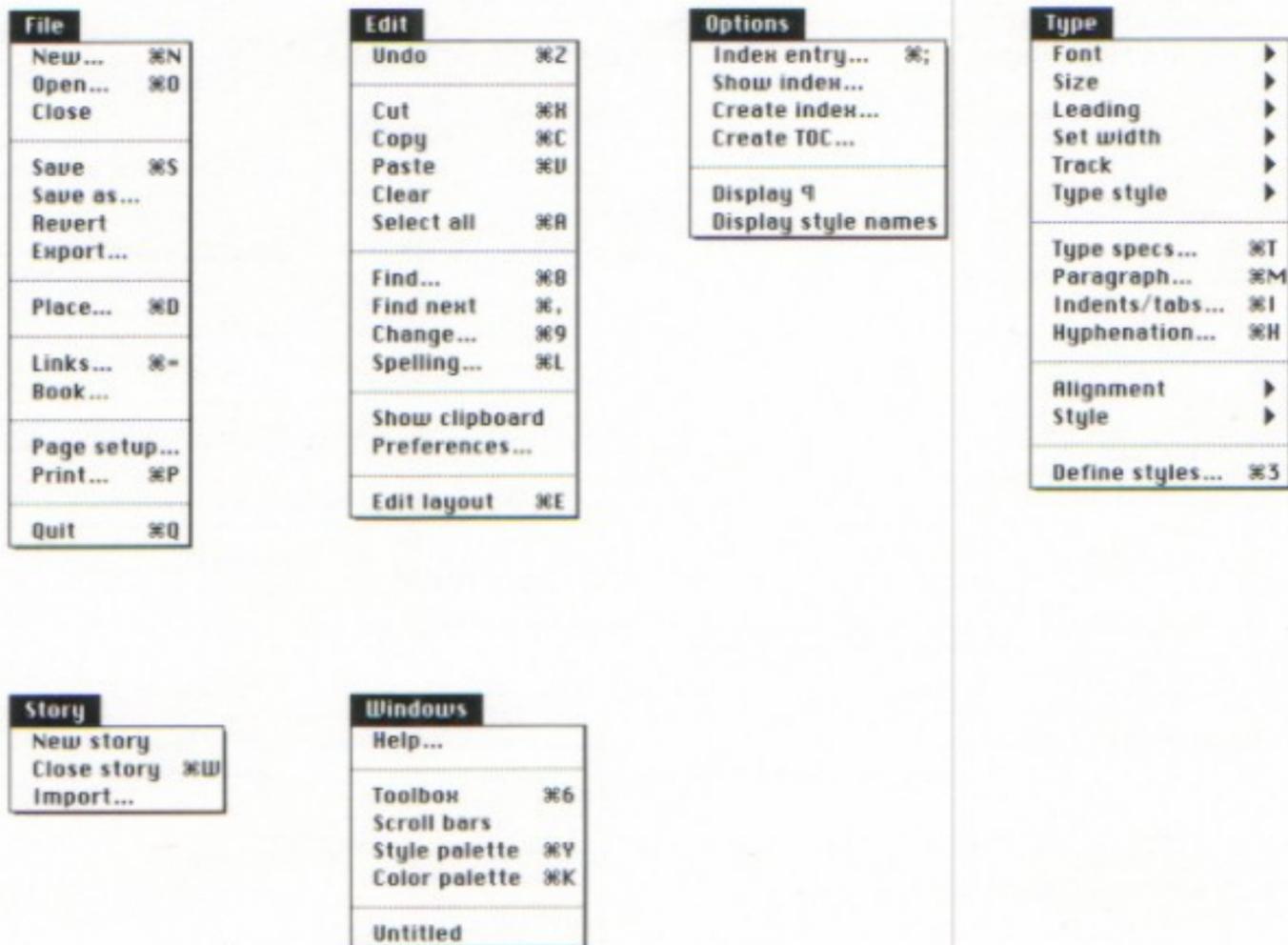
Options	
Rulers ⌘R	
Snap to rulers ⌘[
Zero lock	
Guides ⌘J	
Snap to guides ⌘U	
Lock guides	
Column guides...	
Autoflow	
Index entry... ⌘;	
Show index...	
Create index...	
Create TOC...	

Page	
Fit in window ⌘W	
25% size ⌘0	
50% size ⌘5	
75% size ⌘7	
Actual size ⌘1	
200% size ⌘2	
400% size ⌘4	
Go to page... ⌘G	
Insert pages...	
Remove pages...	
Display master items	
Copy master guides	





Story view menus



Working with text

Flowing text

To	Do this
Change the default	Choose "Autoflow" from the Options menu
Temporarily change automatic to manual	Press Command, and click icon to place
Temporarily change manual to automatic	Press Command, and click icon to place
Temporarily change automatic to semi-automatic	Press Shift, and click icon to place
Interrupt	Click mouse

Moving the insertion point

To move the insertion point or selection*	Press
To beginning of line	Keypad 7 or Command + Option + left arrow
To end of line	Keypad 1 or Command + Option + right arrow
Back one sentence	Command + keypad 7
Forward one sentence	Command + keypad 1
Left one character	Left arrow or keypad 4
Right one character	Right arrow or keypad 6
Left one word	Command + keypad 4 or Option + left arrow
Right one word	Command + keypad 6 or Option + right arrow
Up one line	Up arrow or keypad 8
Down one line	Down arrow or keypad 2
Up one paragraph	Command + up arrow or Command + keypad 8
Down one paragraph	Command + down arrow or Command + keypad 2
Up a screen	Keypad Page Up or keypad 9
Down a screen	Keypad Page Down or keypad 3
To top of story	Keypad Home or Command + keypad 9
To bottom of story	Keypad End or Command + keypad 3

*Hold down the Shift key as you move the insertion point to select a range of text

Working with text (continued)

Selecting an insertion point or text

To select using the mouse	Using the text tool, do this
An insertion point	Click
A word	Double-click
A paragraph	Triple-click
A range of text	Drag to highlight the text you want to select
A large amount of text	Click at one end of the line, hold down Shift, and click at the other end of the text
A whole story	Click anywhere in the story and choose "Select all" from the Edit menu

Changing type size (layout view only)

To make selected text	Press
One point smaller	Option + Command + Shift + , (comma)
One point larger	Option + Command + Shift + . (period)
The next smaller standard type size	Command + Shift + , (comma)
The next larger standard type size	Command + Shift + . (period)

Changing other type specifications

To format text as	Press
Bold	Command + Shift + B
Italic	Command + Shift + I
Outline	Command + Shift + D
Shadow	Command + Shift + W
Small caps	Command + Shift + H
All caps	Command + Shift + K
Subscript	Command + Shift + - (hyphen)
Superscript	Command + Shift + keypad = (equal sign)
Strikethru	Command + Shift + / (slash) or Command + Shift + keypad / (slash)
Underline	Command + Shift + U
Square	Command + Shift + X
Normal	Command + Shift + spacebar

Working with text (continued)

Changing paragraph specifications

To	Click insertion point, then press
Force justify	Command + Shift + F
Justify	Command + Shift + J
Align center	Command + Shift + C
Align left	Command + Shift + L
Align right	Command + Shift + R
Apply autoleading	Command + Shift + A

Tracking and kerning text

To	Click insertion point, then press
Eliminate track kerning (no track)	Command + Shift + Q
Clear manual kerning (layout view)	Command + Option + K or Option + keypad Clear or Option + Shift + keypad Clear or Command + Option + Shift + Delete (Backspace)
Fine kern apart (1/100 em) (layout view)	Command + Shift + right arrow or Option + Shift + Delete (Backspace)
Fine kern together (1/100 em) (layout view)	Command + Shift + left arrow or Option + Delete (Backspace)
Coarse kern apart (1/25 em) (layout view)	Command + right arrow or Command + Shift + Delete (Backspace)
Coarse kern together (1/25 em) (layout view)	Command + left arrow or Command + Delete (Backspace)

Toolbox shortcuts (Layout view)

To change to	Press
 Pointer tool	Shift + F1 or Command + spacebar
 Text tool	Shift + F4
 Line tool	Shift + F2
 Perpendicular-line tool	Shift + F3
 Square-corner tool	Shift + F5
 Rounded-corner tool	Shift + F6
 Oval tool	Shift + F7
 Cropping tool	Shift + F8