

Customer Solutions



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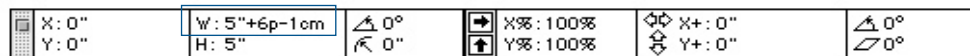
QuarkXPress Shortcuts

► PRE-PRESS PRESS POST-PRESS MAILING SPECIALTY

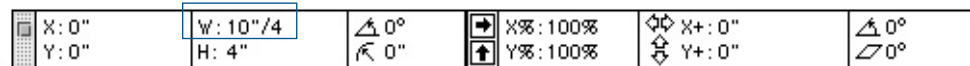
For experienced QuarkXPress users, the following shortcuts likely won't be anything new. For those of you just getting started with QuarkXPress or those who have not explored the manual in depth, the following shortcuts may prove handy. QuarkXPress has hundreds of shortcuts; following are my favorites.

Automatic Math

You can use addition (+), subtraction (-), multiplication (*), and division (/) in most palettes and dialog boxes in QuarkXPress. You can also mix and match measurement systems, as well as create equations with more than two elements, for example: 5"+6p+1cm.



You can type a fraction into a palette or dialog box. Examples: • 1/4 -inch = 1"/4 • 3/16 -centimeter = 3cm/16
• 4 7/32 -inch = 4"+7"/32 • Fifteen-eighths = 15"/8 or 1"/8*15 (fifteen times one-eighth)



Continuous Apply



If you find yourself using Apply a lot (Mac OS: Command-A; Windows: Control-A), you might consider using Continuous Apply: Press the Option (Mac OS) or Alt (Windows) key while clicking on the Apply button, or (Mac OS: Command-Option-A; Windows: Control-Alt-A).

Keyboard Shortcuts

Action	Mac OS	Windows
Yes	command+y	Control+y
No	command+x	Control+x
Cancel	command+. (period)	escape
Default Button	enter	enter
Next Field	tab	tab
Previous field	shift+tab	shift+tab
Select Item or Content Tool	shift+f8	shift+f8
Next tool on Palette	command+tab	control+tab
Previous Tool on Palette	command+shift+tab	control+shift+tab
Keep Tools Selected	option+click on tool	alt+click on tool
Jump to First Field	command+option+m	control+alt+m
Jump to Font Field	command+option+shift+m	control+alt+m
Move Forward in Palette	tab	tab
Move Backward in Palette	shift+tab	shift+tab

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