Page Maker Shortcut Keys

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

FILE MENU	
CTRL + N	New
CTRL + O	Open
CTRL + W	Close
CTRL + S	Save
SHIFT + CTRL + S	Save as
CTRL + D	Place
SHIFT + CTRL + D	Links
CTRL + P	Print
SHIFT + CTRL + P	Document setup
CTRL + K	General Preferences
CTRL + Q	Quit PageMaker

EDIT MENU	
CTRL + Z	Undo
CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste
DEL	Clear
CTRL + A	Select all
SHIFT + CTRL + A	Deselect all
CTRL + E	Edit Story / Edit Layout
CTRL + W	Close Story (Story View)
	LAYOUT MENU
ALT + CTRL + G	Go to Page
PAGE UP	Move to Previous Page
CTRL + PAGE UP	Go Back
PAGE DOWN	Move to Next Page
CTRL + PAGE DOWN	Go Forward

TYPE MENU

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

ALIGNMENTS

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

FRAME

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

ARRANGE

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

ALT + CTRL + L	Un Lock
CTRL + 6	Mask
SHIFT + CTRL + 6	Un Mask

UTILITIES MENU

CTRL + F	Find
CTRL + G	Find Next
CTRL + H	Change
CTRL + L	Check Spelling (Story View)
CTRL + Y	Index Entry
CTRL + SHIFT + Y	Fast Index Entry
	VIEW MENU
CTRL + +	Zoom in
CTRL + −	Zoom out
CTRL + CLICK RIGHT MOUSE BUTTON	Fit in window
CTRL + CLICK RIGHT MOUSE BUTTON	Actual size
CTRL + 0	Fit page in window
CTRL + SHIFT + 0	Entire pasteboard

ZOOM TO

CTRL + 5	50%
CTRL + 7	75%
CTRL + 1	100% (Actual size)
CTRL + 2	200%
CTRL + 4	400%
CTRL-SHIFT -F12	Redraw current page at high resolution
CTRL-ALT-N	Display non-printing items
F10	Preview hyperlinks
CTRL + R	Rulers on/off
CTRL + ALT + R	Snap to rulers on/off
CTRL + ;	Show/Hide guides
CTRL+ SHIFT + ;	Snap to guides on/off
CTRL + ALT + ;	Lock guides

USER INTERFACE

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